

Wyoming Immunization Registry (WyIR)



WyIR User Manual

WyIR Help Line: 1 (800) 599-9754

For IWeb Release Version 4.1.2.5

3rd Revision – January 2008



Table of Contents

.....

Chapter 1 Getting Started.....	1.4
Logging In.....	1.4
Setting Up Favorites	1.6
 Chapter 2 Patients	 2.1
Searching for a Patient.....	2.1
Editing a Patient’s Demographic Record	2.4
Assigning a Patient’s Gender.....	2.8
Adding a Patient.....	2.11
Adding High Risk Categories	2.14
Removing High Risk Categories	2.18
 Chapter 3 Vaccinations	 3.1
Viewing a Patient’s Vaccination Record.....	3.1
Vaccination Forecast View	3.3
Vaccination Summary View	3.5
Adding Historical Shots.....	3.7
Adding Administered Shots.....	3.12
Editing and Deleting Immunizations	3.15
Adding a Contraindications	3.16
Deleting a Contraindication	3.19
 Chapter 4 Lot Numbers	 4.1
Adding Lot Numbers	4.1
Editing Existing Lot Number.....	4.4
Lot Number – Reconciliation	4.9
Lot Number Summary Report	4.11

Chapter 5 Reports.....	5.1
Printing a Patient Record	5.1
Printing a WyVIP Eligibility Log	5.3
Printing a Medical Record Report	5.5
Printing a Patient Routing Slip	5.7
Printing a School Form	5.9
Printing WyVIP Eligibility Logs	5.16
Printing A High Risk Category Report	5.23
 Chapter 6 Advanced Features	 6.1
Reminder/Recall	6.1
Data Backup Procedure	6.5
Create Patient Detail Report	6.6
Saving in a Searchable Format	6.10
Search Registry Backup File	6.13
 Chapter 7 Additional Information.....	 7.1
Advanced Features.....	7.1
WyIR Program Contact Information	7.2
Vaccine Cheat Sheet	7.3
Notes ..	7.4

Introduction

Disclaimer: All names and addresses included in this manual are fictitious. Any similarity to those living or dead is purely coincidental.

Although there currently is no state statute requiring the use of the Wyoming Immunization Registry (WyIR), all providers that administer immunizations within the State of Wyoming are strongly encouraged to use the system. This system enables providers to easily report their immunization data via web-based software called the IWeb Application. The IWeb Application gives providers a powerful tool to manage their immunization service delivery. While the law does not require reporting immunizations, WyIR recommends doing so.

The IWeb Application (https://iweb.state.wy.us/iweb_wy/main.jsp) allows authorized users to conveniently search for patients, add or modify patient vaccination records, physicians/vaccinators, vaccine lot numbers, create reports, perform reminder recall, and CASA exports. Data entered into the IWeb Application is immediately stored in a secure IT environment at the Wyoming Department of Health. Using the IWeb Application is 100% compliant with all HIPAA standards and requirements.

The IWeb Application is located at https://iweb.state.wy.us/iweb_wy/main.jsp . The WyIR Technical Support Team is here to assist you! We provide telephone support Monday through Friday from 8:00 – 5:00, except on official state holidays. We welcome your call and look forward to speaking with you.

The toll-free hotline is 1(800) 599-9754.

Glossary of Abbreviations

The world of immunizations contains quite a few abbreviations. Here are just a few to help you along your way!


ACIP	Advisory Committee for Immunization Practices
AFIX	Assessment, Feedback, Incentives, and Exchange
CASA	Clinic Assessment Software Application
CDC	Centers for Disease Control and Prevention
CHC	Community Health Center (includes all migrant CHC's)
DT	Diphtheria and Tetanus Vaccine
DTaP	Diphtheria, Tetanus, and acellular Pertussis Vaccines
HBIG	Hepatitis B Immune Globulin
HBsAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Virus
Hep B	Hepatitis B
Hib	Haemophilus influenzae, type B
HL7	Health Level Seven
IPV	Inactivated Polio Vaccine
IRMS	Immunization Registry Management System (a WyIR enrolled provider)
MMR	Measles, Mumps, and Rubella
NIP	National Immunization Program
OPV	Oral Polio Vaccine
PCV7	Pneumococcal conjugate vaccine 7-valent
PMS	Patient Management Systems
Td	Tetanus and Diphtheria Vaccine
Tdap	Tetanus, Diphtheria, and acellular Pertussis Vaccine
VAERS	Vaccine Adverse Events Reporting System
VFC	Vaccines for Children Program
VIS	Vaccine Information Statements
VPD	Vaccine Preventable Diseases
WyVIP	Wyoming Vaccinates Important People




Data Entry Features, Tools, and Navigation Tips

The IWeb Application makes it easy to enter data:

ENTERING DATA INTO THE FIELDS	
DATA STORAGE (UPPERCASE)	The application is not case-sensitive and data is stored (in the database) in capital (uppercase) letters.
DATES	The application pads the date fields with a forward slash (/) between month, day, and year. Dates can be entered in the following formats: mmddyyyy mmddyy
SOCIAL SECURITY NUMBER	The application pads the social security number with the dash (-) in the appropriate places. You may enter the numbers without dashes; i.e., 123456789
PHONE AND FAX NUMBERS	The application pads the phone and fax numbers with parenthesis () for the area code and a dash (-) between the three digit prefix and four digit suffix. You may enter phone and fax numbers without the dashes and parenthesis; i.e., #####
ZIP CODES	The application pads the zip code fields with a dash (-) if the entire 9-digit number is entered. Zip codes can be entered as 5-digits or 9-digits without the dash(es).

The IWeb Application uses combo boxes, radio buttons, and other tools to help you enter data:

APPLICATION CHARACTERISTICS	
DROP-DOWN MENUS 	Drop-down menus are displayed when the drop-down arrow is clicked. A list of valid entries will appear either in alphabetical order, or the most frequently used order. While the menu is displayed, you may type the first letter of the word and the highlighter will position on the first occurrence. To locate the next occurrence, type the letter again.
MANDATORY FIELD ENTRIES	RED field labels indicate an entry is required before proceeding.

APPLICATION CHARACTERISTICS	
CHECK BOXES 	Press the TAB key to move through the checkboxes. Press the keyboard SPACEBAR (or point and click) to select the item next to the checkbox, or press it again to deselect the item.
RADIO BUTTONS 	Press the TAB key to move to the desired set of radio buttons. Press the directional keyboard ARROW (or point and click) to select (highlight) the desired radio button.
SELECT ARROWS 	Select arrows appear when there is a list of items to choose from. They appear after a search result displays. Point and click it to select the item it is pointing to.

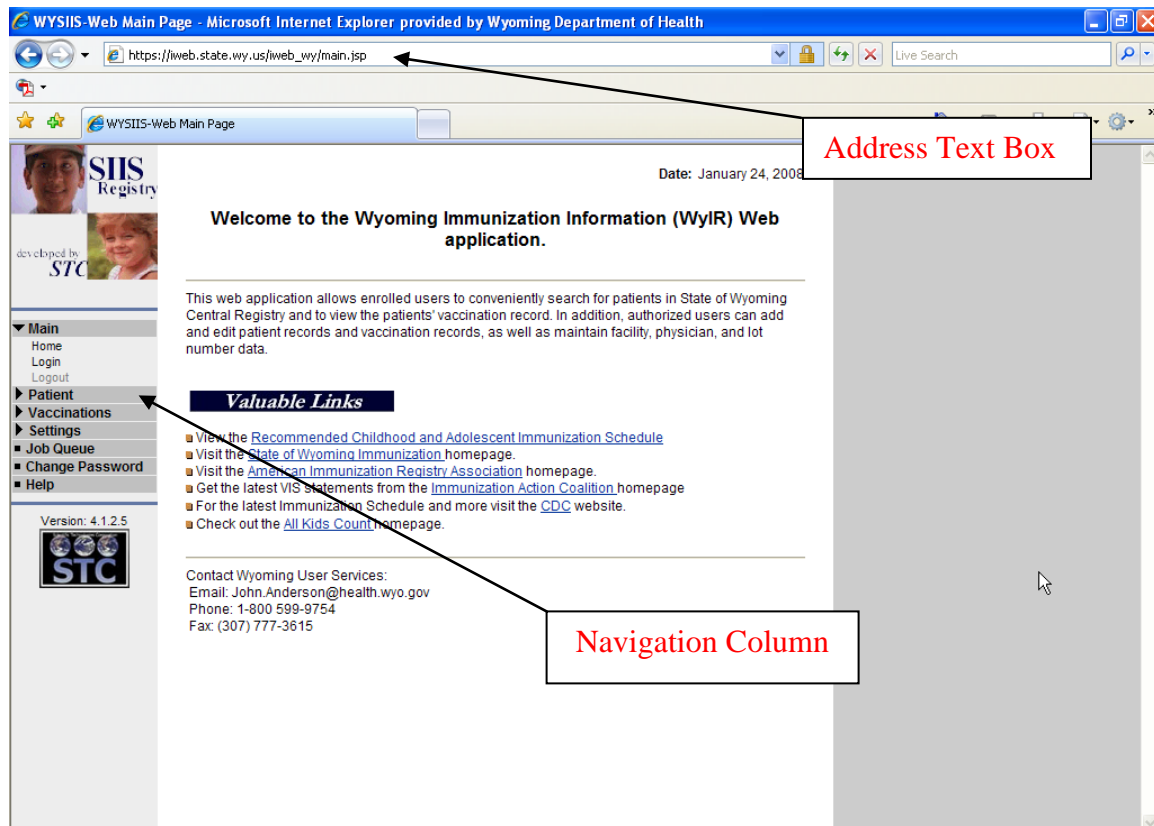
The IWeb Application makes it easy to navigate through the data entry fields:

KEYBOARD, EDITING KEYS, AND MOUSE	
TAB SHIFT TAB	All the fields have a " TAB " order. This means when the cursor is in a field and the TAB key is pressed, it will move the cursor to the next field. By pressing the " SHIFT with TAB ," the cursor will move backward to the previous field.
ENTER	Pressing the " ENTER " key on most windows, executes the function to process the active page. For example, while on the Patient Search window, the ENTER key will execute the Search function. An exception to this rule is when the TAB key is pressed that highlights a button, the ENTER key executes the button that is highlighted.

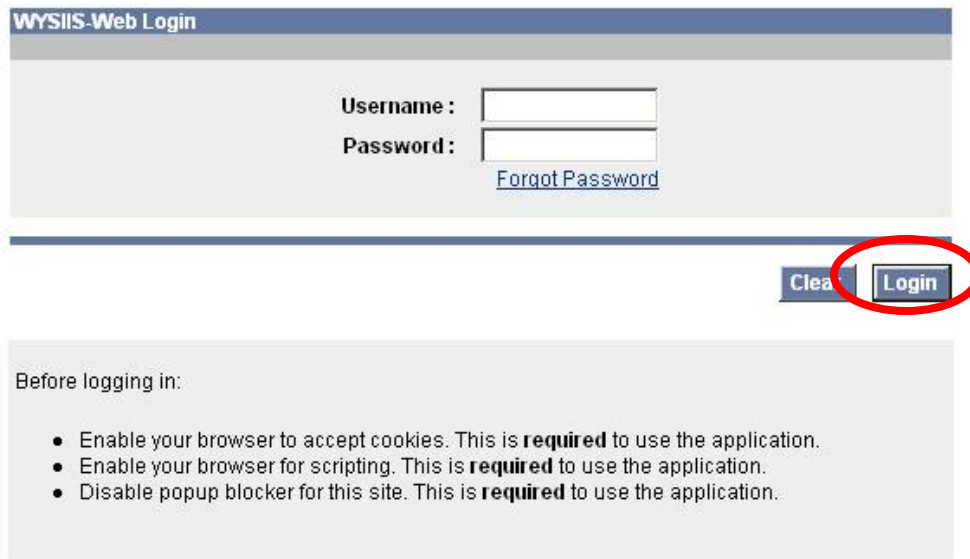
CHAPTER 1 GETTING STARTED

Logging In

1. Launch Internet Explorer by double-clicking on the Internet Explorer icon on your desktop or by selecting **[Start/Programs/Internet Explorer]** from your computer's task bar.
2. In the **[Address]** text box in Internet Explorer, type the following:
`https://iweb.state.wy.us/iweb_wy/main.jsp`
3. On the left side of the screen, you will see the SIIS logo with headings in black print underneath. This is the **Navigation** column.



- Under the **[Main]** heading on the navigation column click on **LOGIN**. Type your assigned user name and password, and then click on the **LOGIN** button.



The image shows a web login interface titled "WYSIIS-Web Login". It features a "Username:" label followed by a text input field, and a "Password:" label followed by another text input field. Below the password field is a blue link labeled "Forgot Password". At the bottom right of the form area, there are two buttons: "Clear" and "Login". The "Login" button is circled in red. Below the form, there is a section titled "Before logging in:" containing a bulleted list of instructions: "Enable your browser to accept cookies. This is **required** to use the application.", "Enable your browser for scripting. This is **required** to use the application.", and "Disable popup blocker for this site. This is **required** to use the application."

Please note the suggestions listed under “Before logging in.” If you do not disable your popup blocker, you may encounter a screen that informs you of a blocked popup. To properly view the next screen, close out the blocked popup notification window, hold down the CTRL key on the keyboard when clicking your mouse. This should allow the popup to be viewed.

- The following screen with your name should appear. If you are unable to login, try doing so a second time. Be sure and very careful when you enter your username and password. **If Windows places a stored password in the password text box, remove it and type your password.**



The image shows a web interface titled "WYSIIS-Web" with a sub-header "Access Granted". It displays a welcome message: "Welcome JOHN ANDERSON." Below this is a bulleted list: "Make sure to logout when you are done using the WYSIIS-Web application." and "Make sure you close your browser." Further down, it says "Use the menu on the left to access the application options." At the very bottom, a small line of text reads: "This site is used exclusively for access to WYSIIS-Web by WYSIIS enrolled users." A mouse cursor is visible at the bottom right of the screen.

- If you still can not login, contact WyIR Technical Support at 1-800-599-9754

Setting Up Favorites

The IWeb Application gives you the ability to place under the **Favorites** heading links to those parts of the IWeb Application you use the most. This keeps you from having to scroll up and down the page to choose a different feature of the IWeb Application.

1. Click on the [**Favorites**] heading on the **Navigation** bar and then click on the [**Add/Exit Favorites**] link.



2. When the following screen appears, place a check mark next to the IWeb Application feature you use the most, as follows in the example below:

Main Menu: Main	
Add/Remove Favorite	Label
<input type="checkbox"/> Logout	

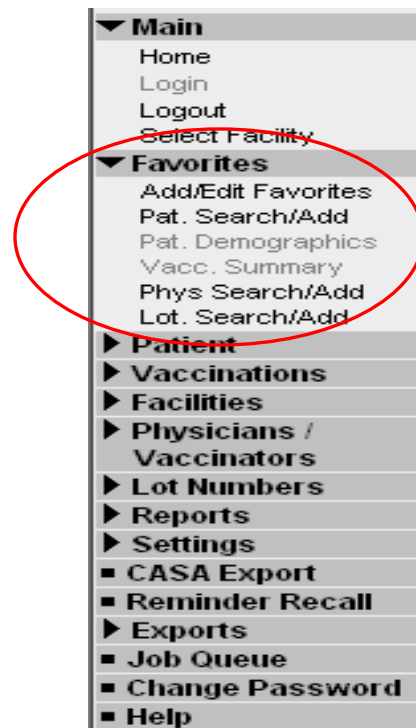
Main Menu: Patient	
Add/Remove Favorite	Label
<input checked="" type="checkbox"/> Patient Search/Add	Pat. Search/Add
<input checked="" type="checkbox"/> Demographics	Pat. Demographics
<input type="checkbox"/> Remote Registry	

Main Menu: Vaccination	
Add/Remove Favorite	Label
<input type="checkbox"/> Vaccination View/Add	
<input type="checkbox"/> Vaccination Forecast	
<input checked="" type="checkbox"/> Vaccination Summary	Vacc. Summary

Main Menu: Facilities	
Add/Remove Favorite	Label
<input type="checkbox"/> Facilities Search/Add	
<input type="checkbox"/> Facilities Search Results	
<input type="checkbox"/> Facilities Detail	

Main Menu: Physicians/Vaccinator	
Add/Remove Favorite	Label
<input checked="" type="checkbox"/> Phys/Vaccinator Search/Add	Phys Search/Add
<input type="checkbox"/> Phys/Vaccinator Search Results	
<input type="checkbox"/> Phys/Vaccinator Detail	

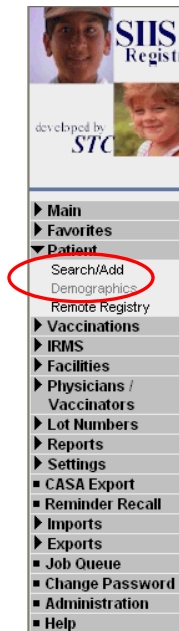
3. Scroll to the bottom of the page and click on the **[Save]** button. The following screen demonstrates how your favorite links are then displayed in the Navigation column.



CHAPTER 2 PATIENTS

Searching for a Patient

1. Under the **Patient** heading on the **Navigation** column, click on the **[Search/Add]** link.



2. The Patient Search screen will appear as detailed below:

Logged in: JOHN ANDERSON

Date: June 22, 2006

Patient Search			
First Name or Initial:	<input type="text" value="j"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="09/01/1969"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input checked="" type="radio"/> P.O. Box: <input type="text"/>	<input type="radio"/> Street: <input type="text"/>	
City:	<input type="text"/>	State:	--select--
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
<input type="checkbox"/> Check here if adding a new patient.			

Clear Reset Search

Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.

- Generally, the best way to search for a patient is by the first letter of the patient's first name and the date of birth. Enter this information and click [Search].

Note: The advanced search screen option, located in the upper right hand corner of the screen, offers help with twins and family entries. Contact WyIR Technical Assistance at 1-800-599-9754 for help with this feature.

- The next screen to appear is the Patient Search Result screen:

Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.

Patient Search Results							
Records Found = 6		Search Criteria: First Initial / Birth Date					
Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
-->	JOHN		ANDERSON	09/01/1969	140219	ANDY	
-->	JON		HAYNESWORTH	09/01/1969	287037	STEFFANY	
-->	JUNIOR		SHADOW	09/01/1969	336504	CRAIG	
-->	JAMES		SLIM	09/01/1969	336505	JIMMY	
-->	JASON		STREEBIE	09/01/1969	336503	HUBERT	
-->	JEFF		WHITMAN	09/01/1969	336506	STEVEN	

- Click on the arrow to the left of the name of the person you wish to select to retrieve that patient's record. The demographic record appears as follows below.

Note: You will only see address and phone information if you or someone in your office submitted this patient's record to the Immunization Registry. Once you

enter an address and phone number, you will always have access to the information you entered.

Patient Demographics			
Patient			
First Name	JOHN	Race:	
Middle Name:		Ethnicity:	
Last Name	ANDERSON	Language:	
Suffix:		Medicaid:	
Birth Date:	09/01/1969	Birth File:	
SSN:		WyVIP status:	Medicaid
Gender:	MALE	Inactive:	
Age:	36	Medicare:	
Multiple Birth:	1 of 1		
Address			
Street:	824 WINDMILL	Physical Address:	
City:	CHEYENNE		
Country:	United States	State:	WY
Zip Code:	82001	County/Parish:	
Phone Number:		District/Region:	
Email:			
School:			
Family			
Grdn 1 First Nm:	SELF	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:		Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	
Other Info			
Physician:		Health Plan Name:	
Facility:		HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth Country:	
Block Recall:		Birth State:	
Recall Attempts:	0	Allergies:	
Program/Mem.IDs:		High Risk:	CATEGORY(IES) REPORTED AT ANOTHER IRMS
Monthly Income:		Number In Family:	
Comments:			
Record Info			
SIIS Patient ID:	140219	IRMS Owner:	33 - NORTHEAST WYOMING PEDIATRIC ASSOCIATES
Entry Date:	10/14/2003 01:14:54 PM	Last Update:	07/19/2006 10:05:06 AM

Editing a Patient's Demographic Record

1. Search for a patient by first initial and birth date. Click on the arrow next to the patient's name to retrieve the demographic record. **Remember! You must update the demographic record if this patient is new to your office!**

Patient Search Click [here](#) to use the 'advanced' search

First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="09/01/1969"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street:	<input type="text"/>
City:	<input type="text"/>	State:	--select-- <input type="button" value="v"/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

☐ Check here if adding a new patient.

Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.

Patient Search Results							
Records Found = 6		Search Criteria: First Initial / Birth Date					
Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
<input type="button" value="-->"/>	JOHN		ANDERSON	09/01/1969	140219	SELF	
<input type="button" value="-->"/>	JON		HAYNESWORTH	09/01/1969	287037	STEFFANY	
<input type="button" value="-->"/>	JUNIOR		SHADOW	09/01/1969	336504	CRAIG	
<input type="button" value="-->"/>	JAMES		SLIM	09/01/1969	336505	JIMMY	
<input type="button" value="-->"/>	JASON		STREEBIE	09/01/1969	336503	HUBERT	
<input type="button" value="-->"/>	JEFF		WHITMAN	09/01/1969	336506	STEVEN	

2. Click the [Edit] button at the bottom of the demographic record.

Patient Demographics			
Patient			
First Name	JOHN	Race:	
Middle Name:		Ethnicity:	
Last Name	ANDERSON	Language:	
Suffix:		Medicaid:	
Birth Date:	09/01/1969	Birth File:	
SSN:		WyVIP status:	Medicaid
Gender:	MALE	Inactive:	
Age:	36	Medicare:	
Multiple Birth:	1 of 1		
Address			
Street:	824 WINDMILL	Physical Address:	
City:	CHEYENNE		
Country:	United States	State:	WY
Zip Code:	82001	County/Parish:	
Phone Number:		District/Region:	
Email:			
School:			
Family			
Grdn 1 First Nm:	SELF	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:		Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	
Other Info			
Physician:		Health Plan Name:	
Facility:		HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth Country:	
Block Recall:		Birth State:	
Recall Attempts:	0	Allergies:	
Program/Mem.IDs:		High Risk:	CATEGORY(IES) REPORTED AT ANOTHER IRMS
Monthly Income:		Number In Family:	
Comments:			
Record Info			
SIIS Patient ID:	140219	IRMS Owner:	33 - NORTHEAST WYOMING PEDIATRIC ASSOCIATES
Entry Date:	10/14/2003 01:14:54 PM	Last Update:	07/19/2006 10:05:06 AM

Edit High Risk Categories

Update Programs

Back **Edit**

3. The following screen will appear:

Patient Demographics Edit			
First Name:	JOHN	Race:	White Black or African American
Middle Name:		Ethnicity:	Not Hispanic or Latino
Last Name:	ANDERSON	Language:	ENGLISH
Suffix:	--none--	SSN:	
Birth Date:	09/01/1969	Medicaid #:	
Gender:	MALE	Birth File #:	
Birth Order:		VFC Status:	Uninsured
Multiple Birth Count:		Inactive:	--select--
		Medicare Id:	
Address			
Street:	<input type="radio"/> P.O. Box: <input type="text"/> Physical Address: <input type="text"/>		
	<input checked="" type="radio"/> Street: 1868 CHERRY COURT		
City:	CHEYENNE		
Country:	United States		
State:	WY	Zip Code:	82001
County/Parish:	LARAMIE	District/Region:	
Phone Number:	(307)635-9291	Extension:	
Email:	<input type="text"/>		
School:	<input type="text"/> Click to select		
Family			
Guardian 1 First:	SELF	Guardian 1 SSN:	
Guardian 1 Middle:		Guardian 2 First:	
Guardian 1 Last:		Guardian 2 Last:	
Mother Maiden:		Guardian Work Phone:	
Other Info			
Health Plan Name:	--select--		
HP Patient ID:		HP Enroll Date:	
Physician:	--select--		
Facility:	--select--		
Next Appt. Date:		Chart Number:	
Birth Country:	--select--		
Birth State:	--select--		
Block Recall:	<input type="checkbox"/>		
Allergies:	<input type="text"/>		
Comments:	<input type="text"/>		
Monthly Income:	<input type="text"/>		
Number in Family:	<input type="text"/>		
		Cancel	Reset
		Save	

4. At a minimum, update the following data fields:
 - a. **Patient First Name and Last Name and also Middle Initial, if available**
 - b. **Date of Birth**
 - c. **Patient Gender (Female or Male)**
 - d. **WyVIP Status**
 - e. **Address, Apartment Number (if any), City, State, Zip**
 - f. **Phone number, including area code**
 - g. **Guardian First Name, Last Name**

Assigning a Patient's Gender

A new issue that has arisen out of the new HPV vaccination is the need to designate a patient's gender in WyIR. Although entering a patient's gender is now a required step when adding new patients, it is extremely likely that you might need to assign a gender to patients who have already been entered into the registry. To perform this process, follow these steps.

1. To assign an existing patient a gender category you will need to navigate to the patient's demographic screen as depicted in the following screen shot:

Patient Demographics			
Patient			
First Name	SIMON	Race:	
Middle Name:		Ethnicity:	
Last Name	WYOMING	Language:	
Suffix:		Medicaid:	
Birth Date:	01/01/2007	Birth File:	
SSN:		WWIP status:	(ineligible)

2. Once you have navigated to his screen you will need to left click on **[Edit]** at the bottom of the page.

Record Info			
SIIS Patient ID:	336723	IRMS Owner:	17 - ALBANY CO PHN, LARAMIE - 1001
Entry Date:	05/17/2007 10:48:31 AM	Last Update:	05/17/2007 10:48:31 AM

[Edit High Risk Categories](#) [Update Programs](#) [Back](#) [Edit](#)

3. After you have selected "Edit" the demographic edit screen will appear. The gender box is located in the upper left hand corner of the page as depicted in the following screen shot:

edit			
First Name:	SIMON	Race:	White Black or African American
Middle Name:		Ethnicity:	--select--
Last Name:	WYOMING	Language:	--select--
Suffix:	--none--	SSN:	
Birth Date:	01/01/2007	Medicaid #:	
Gender:	--select--	Birth File #:	
Birth Order:		WyVIP Status:	--select--
Multiple Birth Count:		Inactive:	--select--
		Medicare Id:	

- After you have located the gender box, left click on the down arrow to view the gender options as depicted in the following screen shot:

Patient Add			
First Name:	Simon	Race:	White Black or African American
Middle Name:		Ethnicity:	--select--
Last Name:	Wyoming	Language:	--select--
Suffix:	--none--	SSN:	
Birth Date:	01/01/2007	Medicaid #:	
Gender:	--select-- FEMALE MALE OTHER UNKNOWN	Birth File #:	
Birth Order:		WyVIP Status:	--select--
Multiple Birth Count:		Inactive:	--select--
		Medicare #:	

- After you have selected the appropriate gender option, navigate to the bottom of the page and left click on **[Save]** to finalize the procedure.

Allergies:	
Comments:	
Monthly Income:	
Number in Family:	
Association:	--select--

☐ Do not take ownership of this record.

As you enter patients' vaccine information into the registry you will need to review each patient's information to determine if they have been assigned a gender. We apologize for the inconvenience, but this is a necessary step in allowing the system to correctly forecast HPV vaccinations. However, when you add new patients to the registry, assigning gender will now be a required part of the process so the information is complete from the start. If you have any questions, comments, or concerns about this process please feel free to contact a member of the WyIR Staff.

Adding a Patient

Note: Before adding a patient, WyIR recommends searching for a patient by the first initial of the patient's first name and his/her birth date. Also, the office of vital records reports many children to the registry with the first name of "Baby." If you can not find the child you are looking for, try searching with "B" (for "Baby") as the first initial of the first name.

1. Under the **[Patient]** heading on the navigation column, click the **[Search/Add]** link.



2. The following screen will appear: Place a check mark next to the text at the bottom of the search screen which reads "Check here if adding a new patient."

Logged in: JOHN ANDERSON

Date: June 23, 2006

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street:	<input type="text"/>
City:	<input type="text"/>	State:	--select--
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
<input checked="" type="checkbox"/> Check here if adding a new patient.		(Required fields are highlighted)	
<div>Clear Reset Search</div>			

Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.

3. You must fill in the following data fields: first name, last name, birth date, guardian first name **or** mother's maiden name, PO BOX or street address **and/or** phone number, as indicated in the example below:

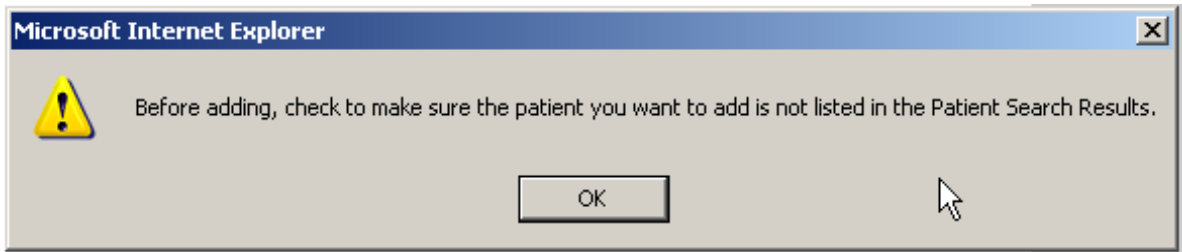
Logged in: JOHN ANDERSON

Date: June 23, 2006

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	Johan	WIC ID:	<input type="text"/>
Last Name or Initial:	Andressen	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	09/01/1969	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	Self	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street:	850 Mallory Street
City:	Laramie	State:	WY
Zip Code:	82070	Phone Number:	<input type="text"/>
<input checked="" type="checkbox"/> Check here if adding a new patient.		(Required fields are highlighted)	
<div>Clear Reset Search</div>			

Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.

4. Click the **[Search]** button.
5. The IWeb Application will try to find a match for your patient. If the IWeb Application is unable to find a match for your patient, the following popup window will appear. Click **OK**. (If you have already searched by first initial and birth date, then the patient should not appear in the search results.)



6. You will see the following screen:

Patient Search Results							
Records Found = 1		Search Criteria: Advanced Search - Add / Edit / View					
Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
-->	JOHN		ANDERSON	09/01/1969	140219	SELF	

Before adding, check to make sure the patient you want to add is not listed above.

Add Patient

7. Click the **[Add Patient]** button.

8. At a minimum, complete the following data fields:

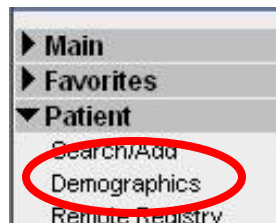
- a. Patient First Name and Last Name and also Middle Initial, if available
- b. Date of Birth
- c. Patient Gender (Female or Male)
- d. WyVIP Status
- e. Address, Apartment Number (if any), City, State, Zip
- f. Phone number, including area code
- g. Guardian First Name, Last Name

Note: Often you will need to enter twins/multiple births. Use the birth order and birth count field when entering twins and/or multiple births. This will prevent the records from being incorrectly joined together. Contact WyIR Technical Support at 1-800-599-9754 for assistance with this feature.

Adding High Risk Categories

The WyIR Program allows you to assign and edit High Risk Categories to patients who fall into one or more of the pre-specified High Risk Categories for the Hepatitis virus. It is important to note that High Risk Categories can only be viewed by the clinic who adds them to a patient's record in order to protect confidentiality. To add a High Risk Category, perform the following steps.

1. To start the process you need to search for a patient and navigate to the "Patient Demographic" by left clicking on **[Demographics]** in the Patient Sub Menu.



2. After left clicking on **[Demographics]** the patient demographic screen will appear.

Patient Demographics			
Patient			
First Name:	JOE	Race:	
Middle Name:		Ethnicity:	
Last Name:	WYOMING	Language:	
Suffix:		Medicaid:	
Birth Date:	01/01/2006	Birth File:	
SSN:		WyVIP status:	(ineligible)
Gender:	MALE	Inactive:	
Age:	77 weeks, 17 months, 1 yrs	Medicare:	
Multiple Birth:	1 of 1		
Address			
Street:		Physical Address:	
City:			
Country:	United States	State:	
Zip Code:		County/Parish:	
Phone Number:		District/Region:	
Email:			
School:			
Family			
Grdn 1 First Nm:	BILL	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:		Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	
Other Info			
Physician:		Health Plan Name:	
Facility:		HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth Country:	
Block Recall:		Birth State:	
Recall Attempts:	1	Allergies:	
Program/Mem.IDs:		High Risk:	
Monthly Income:		Number In Family:	
Comments:			
Association:			
Record Info			
SIIS Patient ID:	368834	IRMS Owner:	1000 - CLIENT_SERVER_INTERNAL_IRMS_ID
Entry Date:	12/27/2006 02:30:24 PM	Last Update:	06/07/2007 03:14:01 PM
Edit High Risk Categories		Update Programs	
Back		Edit	

- After navigating to the “Patient Demographic” Screen, you need to scroll to the bottom of the screen and left click on **[Edit High Risk Categories]**.

Record Info			
SIIS Patient ID:	368834	IRMS Owner:	1000 - CLIENT_SERVER_INTERNAL_IRMS_ID
Entry Date:	12/27/2006 02:30:24 PM	Last Update:	06/07/2007 03:14:01 PM

Edit High Risk Categories
Update Programs
Back
Edit

- Next the “Patient High Risk Categories” screen will appear as depicted in the following screen shot:

Patient			
Name:	JOE WYOMING	SIIS Patient ID:	368834
Date of Birth:	01/01/2006	Age:	77 weeks, 17 months, 1 yrs
Guardian:	BILL	Status:	Active

Patient High Risk Categories	
<p style="text-align: center;">Available Categories</p> <div style="border: 1px solid black; padding: 5px;"> HX OF IV DRUG USAGE AND THEIR PARTNERS HX OF MULTIPLE SEX PARTNERS WITHIN 12 MONTHS MEN WHO HAVE SEX WITH MEN MIGRANT WORKERS SEASONAL WORKERS OR REFUGEES PRIOR HX OF INCARCERATION STD HIV HEP SCREENING WITHIN 12 MONTHS </div>	<p>Current Categories</p> <div style="border: 1px solid black; height: 100px; width: 150px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> >> << </div>

Back

- To assign a High Risk Category to a patient, highlight the desired category by left clicking on it. The category should become highlighted in blue as demonstrated in the following screen shot. Once the category is highlighted left click on **[>>]** to finish the process.

Patient			
Name:	JOE WYOMING	SIIS Patient ID:	368834
Date of Birth:	01/01/2006	Age:	77 weeks, 17 months, 1 yrs
Guardian:	BILL	Status:	Active

Patient High Risk Categories	
<div>Available Categories</div> <div> HX OF IV DRUG USAGE AND THEIR PARTNERS HX OF MULTIPLE SEX PARTNERS WITHIN 12 MONTHS MEN WHO HAVE SEX WITH MEN MIGRANT WORKERS SEASONAL WORKERS OR REFUGEES PRIOR HX OF INCARCERATION STD HIV HEP SCREENING WITHIN 12 MONTHS </div>	<div>Current Categories</div> <div> <div>>></div> <div><<</div> </div>

[Back](#)

6. After completing step 4 the High Risk Category should move into the “Current Categories” box as demonstrated in the following screen shot. Red lettering identifying that the change occurred successfully will appear at the top of the page.

Patient High Risk Categories Successfully Changed.

Patient			
Name:	JOE WYOMING	SIIS Patient ID:	368834
Date of Birth:	01/01/2006	Age:	77 weeks, 17 months, 1 yrs
Guardian:	BILL	Status:	Active

Patient High Risk Categories	
<div>Available Categories</div> <div> HX OF IV DRUG USAGE AND THEIR PARTNERS HX OF MULTIPLE SEX PARTNERS WITHIN 12 MONTHS MEN WHO HAVE SEX WITH MEN MIGRANT WORKERS SEASONAL WORKERS OR REFUGEES STD HIV HEP SCREENING WITHIN 12 MONTHS </div>	<div>Current Categories</div> <div> PRIOR HX OF INCARCERATION </div>

[Back](#)

7. At this point the patient has successfully been assigned a High Risk Category, which can now be viewed on the “Patient Demographic” Screen.

Patient Demographics			
Patient			
First Name	JOE	Race:	
Middle Name:		Ethnicity:	
Last Name	WYOMING	Language:	
Suffix:		Medicaid:	
Birth Date:	01/01/2006	Birth File:	
SSN:		WyVIP status:	(ineligible)
Gender:	MALE	Inactive:	
Age:	77 weeks, 17 months, 1 yrs	Medicare:	
Multiple Birth:	1 of 1		
Address			
Street:		Physical Address:	
City:			
Country:	United States	State:	
Zip Code:		County/Parish:	
Phone Number:		District/Region:	
Email:			
School:			
Family			
Grdn 1 First Nm:	BILL	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:		Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	
Other Info			
Physician:		Health Plan Name:	
Facility:		HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth Country:	
Block Recall:		Birth State:	
Recall Attempts:	1	Allergies:	
Program/Mem.IDs:		High Risk:	PRIOR HX OF INCARCERATION
Monthly Income:		Number In Family:	

Removing High Risk Categories

If a patient is assigned a High Risk Category, you have the capability to remove or edit that category if needed. Please note that only the clinic that added a High Risk Category to a patient's record will have the ability to see the actual category on the record. Also, only the clinic who added the High Risk Category can remove or edit the category. To remove a High Risk Category, perform the following steps:

1. If you need to remove a High Risk Category left click on **[Edit High Risk Categories]** at the bottom of the "Patient Demographic" screen.

ASSOCIATION:

Record Info			
SIIS Patient ID:	368834	IRMS Owner:	1000 - CLIENT_SERVER_INTERNAL_IRMS_ID
Entry Date:	12/27/2006 02:30:24 PM	Last Update:	06/07/2007 03:14:01 PM

Edit High Risk Categories **Update Programs** **Back** **Edit**

2. After left clicking **[Edit High Risk Categories]** the "Patient High Risk Categories" screen will appear. The High Risk Categories currently assigned to the patient will be displayed in "Current Categories" box.

Patient

Name:	JOE WYOMING	SIIS Patient ID:	368834
Date of Birth:	01/01/2006	Age:	77 weeks, 17 months, 1 yrs
Guardian:	BILL	Status:	Active

Patient High Risk Categories

Available Categories	Current Categories
HX OF IV DRUG USAGE AND THEIR PARTNERS HX OF MULTIPLE SEX PARTNERS WITHIN 12 MONTHS MEN WHO HAVE SEX WITH MEN MIGRANT WORKERS SEASONAL WORKERS OR REFUGEES STD HIV HEP SCREENING WITHIN 12 MONTHS	PRIOR HX OF INCARCERATION

Back

3. To remove a High Risk Category from a patient's record, highlight the desired category by left clicking on it. The category should become highlighted in blue as demonstrated in the following screen shot. Once the category is highlighted left click on [<<] to finish the process.

Patient			
Name:	JOE WYOMING	SIIS Patient ID:	368834
Date of Birth:	01/01/2006	Age:	77 weeks, 17 months, 1 yrs
Guardian:	BILL	Status:	Active

Patient High Risk Categories	
Available Categories	Current Categories
HX OF IV DRUG USAGE AND THEIR PARTNERS HX OF MULTIPLE SEX PARTNERS WITHIN 12 MONTHS MEN WHO HAVE SEX WITH MEN MIGRANT WORKERS SEASONAL WORKERS OR REFUGEES STD HIV HEP SCREENING WITHIN 12 MONTHS	PRIOR HX OF INCARCERATION

>> <<

[Back](#)

4. After completing step 3 the high risk category should move into the “Available Categories” box as demonstrated in the following screen shot. Red lettering identifying that the change occurred successfully will appear at the top of the page.

Patient High Risk Categories Successfully Changed.

Patient			
Name:	JOE WYOMING	SIIS Patient ID:	368834
Date of Birth:	01/01/2006	Age:	77 weeks, 17 months, 1 yrs
Guardian:	BILL	Status:	Active

Patient High Risk Categories	
Available Categories	Current Categories
HX OF IV DRUG USAGE AND THEIR PARTNERS HX OF MULTIPLE SEX PARTNERS WITHIN 12 MONTHS MEN WHO HAVE SEX WITH MEN MIGRANT WORKERS SEASONAL WORKERS OR REFUGEES PRIOR HX OF INCARCERATION STD HIV HEP SCREENING WITHIN 12 MONTHS	

>> <<

[Back](#)

- Finally, you should return to the “Patient Demographic” Screen to confirm that the High Risk Category is no longer present.

Logged in: KIMBERLY DEBERRY (IRMS: 39) Date: June 28, 2007

Patient Demographics			
Patient			
First Name	JOE	Race:	
Middle Name:		Ethnicity:	
Last Name	WYOMING	Language:	
Suffix:		Medicaid:	
Birth Date:	01/01/2006	Birth File:	
SSN:		WyVIP status:	(ineligible)
Gender:	MALE	Inactive:	
Age:	77 weeks, 17 months, 1 yrs	Medicare:	
Multiple Birth:	1 of 1		
Address			
Street:		Physical Address:	
City:			
Country:	United States	State:	
Zip Code:		County/Parish:	
Phone Number:		District/Region:	
Email:			
School:			
Family			
Grdn 1 First Nm:	BILL	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:		Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	
Other Info			
Physician:		Health Plan Name:	
Facility:		HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth Country:	
Block Recall:		Birth State:	
Recall Attempts:	1	Allergies:	
Program/Mem.IDs:		High Risk:	
Monthly Income:		Number In Family:	
Comments:			
Association:			
Record Info			
SIIS Patient ID:	368834	IRMS Owner:	1659 - WESTERN MEDICAL ASSOCIATES - 1659
Entry Date:	12/27/2006 02:30:24 PM	Last Update:	06/28/2007 01:21:20 PM

Edit High Risk Categories

Update Programs

Back

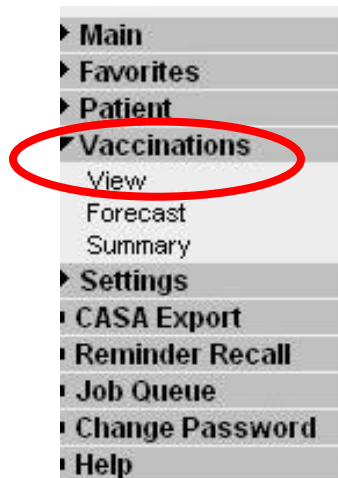
Edit

CHAPTER 3 VACCINATIONS

Viewing a Patient's Vaccination Record

WyIR allows you to view all previous vaccinations a patient has received, providing they have been entered into the registry. In order to view a patients immunization history your **MUST RUN A “PATIENT SEARCH” ON THAT PATIENT FIRST**. Once you have run a patient search on the patient whose vaccination records you wish to see, follow this simple two step process to access the patients vaccination records.

1. At the main menu selection screen on the left side of the page, left click on the “Vaccinations” menu option to bring up a three option submenu. On this submenu, left click on “View” (see diagram below).



2. Once you have left clicked on “View” WyIR will search for the vaccination records of the patient you performed a search on. Once the system has obtained the records the following screen will appear. This screen represents all the immunization data of the patient listed in WyIR.

Patient	
Name:	SIIS Patient ID:
Date of Birth:	Age:
Guardian:	Status:

Vaccination View							
historicals marked by *, adverse reaction marked by # , unverified historicals marked by +)							
Vaccine	1	2	3	4	5	6	
DTaP	01/20/2003 *	03/19/2003 *	07/09/2003 *	02/18/2004			
IPV	01/20/2003 *	03/19/2003 *	02/18/2004				
Hib--HbOC	01/20/2003 *	03/19/2003 *	07/09/2003 *				
Hib--unspecified	12/17/2003						
Hep B Ped/Adol - Preserv Free	12/03/2002 *	01/20/2003 *	07/09/2003 *				
Pneumococcal(PCV7)	02/18/2004						
MMR	12/17/2003						
Varicella	12/17/2003						
DTaP/Hep B/IPV							
Td (Adult)							
Hep B/Hib							
Meningococcal Conjugate (MCV4)							
Hepatitis B--adol. or pediatric							

Vaccination Forecast View

WyIR allows you to view a vaccination schedule for a patient. This schedule will tell you when the patient's next vaccination should be administered, and if any vaccinations are past due. As with the "Vaccination View" option, you must run a "Patient Search" **PRIOR TO** attempting to view the vaccination forecast. Once you have run a patient search on the patient whose vaccination forecast you wish to see, follow this simple two step process to access the patients vaccination forecast screen.

1. At the main menu selection screen on the left side of the page, left click on the "Vaccinations" menu option to bring up a three option submenu. On this submenu, left click on "Forecast" (see diagram below).



2. Once you have left clicked on "Forecast" WyIR will search for the vaccination forecast of the patient you performed a search on. Once the system has obtained the records the following screen will appear. This screen represents the vaccination schedule for the patient based on the immunization data within WyIR

Patient			
Name:	JUDY WYOMING	SIIS Patient ID:	336783
Date of Birth:	01/01/2005	Age:	131 weeks, 30 months, 2 yrs
Guardian:	JOHN	Status:	Active

Vaccination Forecast					
The forecast automatically switches to the accelerated schedule when a patient is behind schedule.					
Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
HEP-B 3 DOSE**	1	01/01/2005	01/01/2005	04/01/2005	Past Due
DTaP/DT/Td/Tdap*	1	03/01/2005	02/12/2005	04/01/2005	Past Due
PNEUMO (PCV7)	1	03/01/2005	02/12/2005	04/01/2005	Past Due
FLU	1	07/01/2005	07/01/2005	07/31/2005	Past Due
POLIO	1	08/07/2007	08/07/2007	09/06/2007	Up to Date
MMR	2	01/01/2009	08/07/2007	01/01/2011	Up to Date
VARICELLA	2	01/01/2009	10/10/2007	01/01/2012	Up to Date
HEP-B 2 DOSE**	1	01/01/2016	01/01/2016	01/31/2016	Up to Date
HPV	1	01/01/2016	01/01/2014	01/01/2018	Up to Date
MENINGOCOCCAL	1	01/01/2016	01/01/2016	01/01/2018	Up to Date

* DTaP or DT should be given to patients under 7 years old. Td should be given to patients 7 years old or older.

** If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

Due Now -- As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.

Past Due -- As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.

Up to Date -- As of today's date, the patient is not due or past due.

NOTE: In our example above the date that the patient should have received his/her immunizations is listed in red. Because some of the dates listed have past, some of the vaccinations are listed as past due.

Vaccination Summary View

WyIR allows you to view a vaccination report that shows groups vaccinations by vaccine family. The primary use of the vaccination summary screen is to view a patient's vaccination series or single antigens like MMR completion. As with the "Vaccination View" option, you must run a "Patient Search" **PRIOR TO** attempting to view the vaccination summary. Once you have run a patient search on the patient whose vaccination summary you wish to see, follow this simple two step process to access the patients vaccination summary screen.

1. At the main menu selection screen on the left side of the page, left click on the "Vaccinations" menu option to bring up a three option submenu. On this submenu, left click on "Summary" (see diagram below).



2. Once you have left clicked on "Summary" WyIR will search for the vaccination summary of the patient you performed a search on. Once the system has obtained the records the following screen will appear. This screen represents the vaccination summary for the patient based on the immunization data within WyIR.

Patient	
Name:	SIIS Patient ID:
Date of Birth:	Age:
Guardian:	Status:

Vaccination Summary

Does not include all vaccination types.

Vaccinations outside the ACIP schedule are marked with an 'X'.

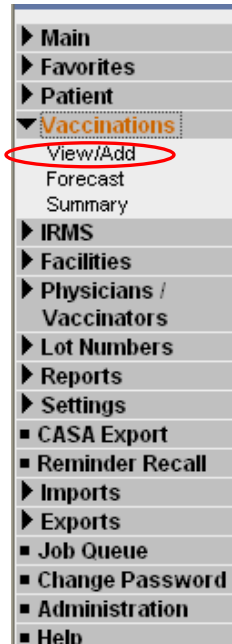
Vaccine Family	1	2	3	4	5	6	7	8
DTaP/DT/Td/Tdap	01/20/2003	03/19/2003	07/09/2003	02/18/2004				
OPV/IPV	01/20/2003	03/19/2003	02/18/2004					
MMR	12/17/2003							
Hib	01/20/2003	03/19/2003	07/09/2003	12/17/2003				
Hep B - 3 Dose	12/03/2002	01/20/2003	07/09/2003					
Varicella	12/17/2003							
Pneumo (PCV7)	02/18/2004							

Invalid Vaccinations

Invalid Vaccinations	Date	Reason
----------------------	------	--------

Adding Historical Shots - (Shots Given By Other Providers)

1. On the **Navigation** column under the **Vaccinations** heading, click on the **[View/Add]** link to see the patient's previously reported immunizations.



2. Enter the vaccination date in the default date box, as indicated in the following screen:

Vaccination View/Add

historicals marked by *, adverse reaction marked by #, unverified historicals marked by +)

Facility where vaccinations documented: --select--

Double-click in any date field below to enter the default date: 01/01/1998

Vaccine	1	2	3	4	5
Td (Adult)	04/05/2006				
Varicella	11/25/1999 *				
Influenza Split	03/17/2006				
PPD Test	04/04/1995	11/20/1995			
Prev. Smallpox-Childhood	Unknown *				

3. Using your left mouse button, double-click in the first blank text box to the right of the vaccine for which you wish to enter a historical shot. In the example below, the user has entered

Vaccination View/Add
historicals marked by *, adverse reaction marked by #, unverified historicals marked by +)

Facility where vaccinations documented: --select--

Double-click in any date field below to enter the default date: 01/01/1998

Vaccine	1	2	3	4	5
Td (Adult)	04/05/2006	01/01/1998			
Varicella	11/25/1999 *				
Influenza Split	03/17/2006				
PPD Test	04/04/1995	11/20/1995	01/01/1998		
Prev. Smallpox-Childhood	Unknown *				

- Click the **Add Historicals** button on the bottom right of the vaccination view/add screen.

Note: Do not necessarily worry about adding shots in their proper order. The Registry will automatically change the order of shots based upon date given once entered. Simply place the newest shot in the nearest open blank text box.

- After you enter the Historical Vaccination into WyIR, you may need to document where the vaccine was given, or where you received the vaccination documentation from. It is important to include this information when possible because it helps future clinic determine where historical vaccinations were either given or documented incase validity questions come up. To perform this action, first left click on the vaccination date you wish to enter comments for.

Vaccination View/Add
historicals marked by *, adverse reaction marked by #, unverified historicals marked by +)

Documented By: --select--

Double-click in any date field below to enter the default date: 06/19/2007

Vaccine	1	2	3	4	5
IPV	06/19/2007 *				
PPD Test	04/04/1995	11/20/1995			
DTaP					
DTaP/Hep B/MPV					

- Once the Vaccination Detail screen appears left click on **[Edit Record]** at the bottom of the screen.

Vaccination Detail	
Vaccine:	IPV
Date Administered:	06/19/2007
Historical:	Yes
Manufacturer:	
Lot Number:	
Lot Facility:	
Publicly Supplied:	No
Vaccinator:	
IRMS:	17 - ALBANY CO PHN, LARAMIE - 1001
Facility:	
Anatomical Site:	
Anatomical Route:	
WyVIP Status:	
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	
Comments:	

Cancel Edit Record Delete Record
Add/Edit Adverse Reactions

- You will then need to enter the patients WyVIP Status as you do when entering Administered Vaccinations, and left click on **[Continue]**.

WyVIP Eligibility Update	
Current WyVIP Status: (eligible)	
<input type="checkbox"/> Update WyVIP Eligibility	--select--

--select--
Medicaid
Uninsured
Nat. Amer.or Alaskan
Underinsured
KidsCare
Insured
Adult State
Ineligible

Cancel Continue

- After you enter the WyVIP Status, the Vaccine Detail Edit menu will appear. The comments bar is located towards the bottom of the screen.

Vaccination Detail Edit	
Vaccine:	IPV
Date Administered:	08/19/2007
Historical:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Manufacturer:	<input type="text"/> Click to select
Lot Number:	<input type="text"/>
Lot Facility:	<input type="text"/>
Publicly Supplied:	<input type="text"/>
Vaccinator:	--select--
Facility:	--select--
Anatomical Site:	--select--
Anatomical Route:	--select--
Revaccination Reason:	--select--
WyVIP Status:	Medicaid
District/Region:	<input type="text"/>
VIS Publications Dates:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
Date VIS Form Given:	<input type="text"/>
Comments:	<input type="text"/>

- In the comments bar type in the appropriate information to record where you received appropriate documentation of the historical vaccination. Appropriate documentation should include, at minimum, (1) the name of the clinic where the vaccinations were administered if know, and (2) the name of the individual at your clinic who entered the historical data. After you have typed in your comment, left click on **[Submit Changes]** to finish the process.

District/Region:	<input type="text"/>
VIS Publications Dates:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
Date VIS Form Given:	<input type="text"/>
Comments:	<input type="text" value="Recieved Documentation from Public Health in Denver"/>

- After you have submitted the changes the comments will be displayed on the Vaccination Detail screen.

Vaccination Detail	
Vaccine:	IPV
Date Administered:	06/19/2007
Historical:	Yes
Manufacturer:	
Lot Number:	
Lot Facility:	
Publicly Supplied:	No
Vaccinator:	
IRMS:	17 - ALBANY CO PHN, LARAMIE - 1001
Facility:	
Anatomical Site:	
Anatomical Route:	
WyVIP Status:	
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	
Comments:	RECIEVED DOCUMENTATION FROM PUBLIC HEALTH IN DENVER

Cancel

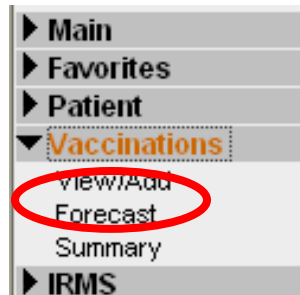
Edit Record

Delete Record

Add/Edit Adverse Reactions

Adding Administered Shots

1. On the **Navigation** column under the **Vaccinations** heading, click on the **[View/Add]** link to see the patient's previous reported immunizations.



2. Enter the vaccination date in the default date box, as indicated in the following screen:

Vaccination View/Add
 historicals marked by *, adverse reaction marked by # , unverified historicals marked by +)
 Facility where vaccinations documented: --select--
 Double-click in any date field below to enter the default date: 03/01/2006

3. Using your left mouse button, double-click in the first blank text box to the right of the vaccine for which you wish to enter an administered shot. In the example below, the user has entered five dates for administered shots.

Vaccination View/Add
 historicals marked by *, adverse reaction marked by # , unverified historicals marked by +)
 Facility where vaccinations documented: --select--
 Double-click in any date field below to enter the default date: 03/01/2006

Vaccine	1	2	3	4	5
DTaP	01/01/2005 *	03/01/2006			
DTaP/Hep B/MPV	11/01/2005 *				
IPV	01/01/2006 *	03/01/2006			
Hib--unspecified	11/01/2005 *	01/01/2006 *	03/01/2006		
Hep B Ped/Adol - Preserv Free	09/01/2005 *	03/01/2006			
Pneumococcal(PCV7)	11/01/2005 *	01/01/2006 *	03/01/2006		
Influenza--unspecified	03/01/2006 *	04/01/2006 *			
Hepatitis B--adol. or pediatric	09/01/2005 *	02/16/2006 *			
Td (Adult)					

4. Click the **Add Administered** button on the bottom left of the vaccination view/add grid.
5. The following screen will appear. Select the WyVIP eligibility code from the drop down box and click the **Continue** button.

6. The IWeb Application prompts you to link the doses of vaccine to the lot number used. Although this can be bypassed by clicking on **[Save]** at the bottom of the page, it is highly recommended that you do not. If you do not associate lot numbers with administered vaccinations it will impossible for you to identify patients by lot number in the registry in case of a lot number recall. To assign a lot number to the administered vaccination, first left click on the **[Click to Select]** link, as indicated in the following screen.

7. The following window will appear. Choose the lot number by clicking on the arrow next to the lot number administered. Do this for each vaccine dose entered.

Select Lot Number						
Select	Manufacturer	Lot Number	Facility	Pub. Supplied	Expiration Date	Doses Available
-->	WYETH-AYERST	A67184E	SOUTH SHERIDAN MEDICAL CENTER	Y	09/30/2006	2
-->	WYETH-AYERST	B08651H	SOUTH SHERIDAN MEDICAL CENTER	Y	10/31/2007	20

Cancel **Clear**

8. Click the **[Save]** button at the bottom of the screen.

Editing and Deleting Immunizations

Note: You can only delete administered immunizations if you or someone else in our office entered the administered immunization. You can delete a historical immunization (marked by an asterisk) no matter who reported it.

1. To edit an immunization, double-click on the date of the immunization that appears in the vaccination view/add grid, as indicated in the following picture.

Vaccination View/Add					
historicals marked by *, adverse reaction marked by #, unverified historicals marked by +)					
Facility where vaccinations documented: --select--					
Double-click in any date field below to enter the default date: 06/23/2006					
Vaccine	1	2	3	4	5
DTaP	01/01/2006 *				
DTaP/Hep B/MPV	11/01/2005 *				
IPV	01/01/2006 *	03/01/2006			
Hib--unspecified	11/01/2005 *	01/01/2006 *			
Hep B Ped/Adol - Preserv Free	09/01/2005 *	03/01/2006			
Pneumococcal(PCV7)	11/01/2005 *	01/01/2006 *	03/01/2006		
Influenza--unspecified	03/01/2006 *	04/01/2006 *			
Hepatitis B--adol. or pediatric	09/01/2005 *	02/16/2006 *			

2. The vaccination detail screen will appear, as appears below. Click the **[Edit Record]** button to make desired changes or delete the dose by clicking the **[Delete Record]** button.

Vaccination Detail	
Vaccine:	IPV
Date Administered:	03/01/2006
Historical:	No
Manufacturer:	
Lot Number:	
Lot Facility:	
Publicly Supplied:	No
Vaccinator:	
IRMS:	71 - CHEYENNE HEALTH AND WELLNESS
Facility:	CHEYENNE HEALTH AND WELLNESS CENTER
Anatomical Site:	
VFC Status:	
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	03/01/2006
Comments:	

Cancel
Edit Record
Delete Record

Adding a History of Varicella and Other Contraindications

1. At the bottom of the Vaccination View/Add grid, click on **[Contraindications]** at the bottom of the screen.

Vaccination View/Add
 historicals marked by *, adverse reaction marked by # , unverified historicals marked by +)

Facility where vaccinations documented: --select--

Double-click in any date field below to enter the default date: 08/28/2006

Vaccine	1	2	3	4	5
Td (Adult)	04/05/2006				
Varicella	11/25/1999 *				
Influenza Split	03/17/2006				
PPD Test	04/04/1995	11/20/1995	07/19/2006		
Hepatitis B--adol. or pediatric	07/06/2006 *				
Prev. Smallpox-Childhood	Unknown *				
DTaP					
DTaP/Hep B/MPV					
IPV					
Hib--unspecified					
Hep B/Hib					
Hep B Ped/Adol - Preserv Free					
Pneumococcal(PCV7)					
MMR					
Meningococcal Conjugate (MCV4)					
--select--					
--select--					
--select--					

☐ Do not take ownership when adding vaccinations.

- Vaccinations outside the ACIP schedule are marked with an 'X'.
- If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary.
- Vaccinations administered or recorded in your facility are displayed in **blue**.
- Compromised vaccinations are highlighted in yellow.

2. The following screen will appear:

Logged in: JOHN ANDERSON (IRMS: 71) Date: June 27, 2006

Vaccine Contraindications				
Vaccine	Contraindication	Permanent	Unverified	Disease Date

Add Contraindication	
Facility where documented:	--select--
Vaccine:	--select--
Contraindication:	<input type="text"/> Click to select
Permanent	<input type="checkbox"/>

Additional Disease Information	
<input type="checkbox"/>	Month/Year: <input type="text"/>
<input type="checkbox"/>	Age: <input type="text"/>

3. Choose the vaccination that is contraindicated by clicking on the vaccine combo box and then choose the specific contraindication by clicking on the **Click to select** link, as illustrated below.

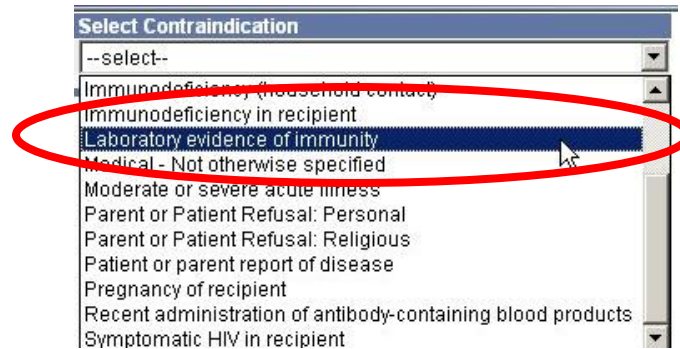
Logged in: JOHN ANDERSON (IRMS: 71) Date: June 27, 2006

Vaccine Contraindications				
Vaccine	Contraindication	Permanent	Unverified	Disease Date

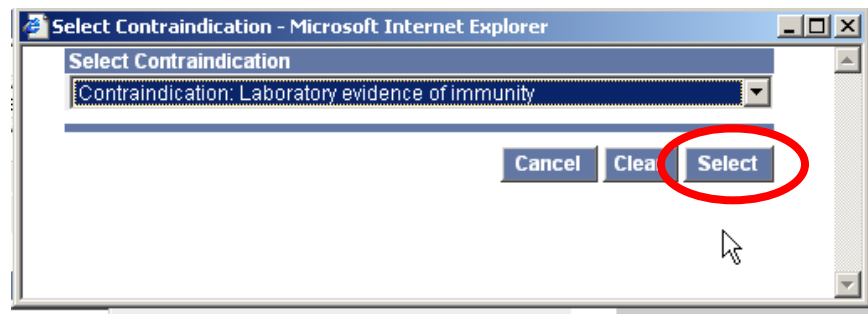
Add Contraindication	
Facility where documented:	--select--
Vaccine:	Varicella
Contraindication:	<input type="text"/> Click to select
Permanent	<input type="checkbox"/>

Additional Disease Information	
<input type="checkbox"/>	Month/Year: <input type="text"/>
<input type="checkbox"/>	Age: <input type="text"/>

4. A popup window will appear, as illustrated below. Choose the reason for contraindication and left click on the appropriate reason.



5. After selecting the appropriate reason code click the [Select] button.



6. If the contraindication is permanent, as in the case of laboratory evidence of immunity, place a check mark next to permanent. Then, click the [Add Contraindications] button, as shown below.

Logged in: JOHN ANDERSON (IRMS: 71) Date: June 27, 2006

Vaccine Contraindications				
Vaccine	Contraindication	Permanent	Unverified	Disease Date

Add Contraindication	
Facility where documented:	--select--
Vaccine:	Varicella
Contraindication:	Contraindication: Laboratory evidence of immunity Click to select
Permanent	<input checked="" type="checkbox"/>

Additional Disease Information	
<input type="checkbox"/> Month/Year:	
<input type="checkbox"/> Age:	

Cancel Reset **Add Contraindications**

Deleting a Contraindication

Deleting contraindications are an easy process. To delete a contraindication follow these steps.

1. Left click on **[Contraindication]** towards the bottom of the patients “Vaccination View/Add” screen.

The screenshot shows the 'Vaccination View/Add' interface. At the top, there are dropdown menus for 'Tdap' and 'Varicella', followed by three '--select--' dropdowns. Below these are three buttons: 'Add Administered', 'Clear', and 'Add Historicals'. A checkbox labeled 'Do not take ownership when adding vaccinations.' is present. Below the checkbox are three bullet points: 'Vaccinations outside the ACIP schedule are marked with an 'X'.', 'If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary.', and 'Vaccinations administered or recorded in your facility are displayed in blue.'. At the bottom, there are three buttons: 'Add Smallpox History', 'Contraindications' (circled in red), and 'Deferrals'.

2. After left clicking on **[Contraindication]** the “Vaccine Contraindication” page will appear.

The screenshot shows the 'Vaccine Contraindication' page. It has a table with columns: 'Vaccine', 'Contraindication', 'Permanent', 'Unverified', 'Disease Date', and 'Delete'. The first row shows 'DTaP' and 'Moderate or severe acute illness'. Below the table is the 'Add Contraindication' section with fields for 'Facility where documented:', 'Vaccine:', 'Contraindication:', and 'Permanent:'. The 'Contraindication:' field has a 'Select' button. Below this is the 'Additional Disease Information' section with checkboxes for 'Month/Year:' and 'Age:'. At the bottom are three buttons: 'Cancel', 'Reset', and 'Add Contraindications'.

- To delete the desire contraindication, left click on the **[Delete]** button next to the contraindication you would like to delete.

Vaccine Contraindications				
Vaccine	Contraindication	Permanent	Unverified	Disease Date
DTaP	Moderate or severe acute illness			Delete

Add Contraindication	
Facility where documented:	--select--
Vaccine:	--select--
Contraindication:	<input type="text"/> Select
Permanent:	<input type="checkbox"/>

Additional Disease Information	
<input type="checkbox"/> Month/Year:	<input type="text"/>
<input type="checkbox"/> Age:	<input type="text"/>

[Cancel](#)
[Reset](#)
[Add Contraindications](#)

- After you left click on this button the contraindication will be deleted.

Vaccine Contraindications				
Vaccine	Contraindication	Permanent	Unverified	Disease Date

Add Contraindication	
Facility where documented:	--select--
Vaccine:	--select--
Contraindication:	<input type="text"/> Select
Permanent:	<input type="checkbox"/>

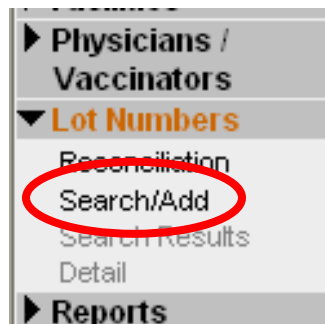
Additional Disease Information	
<input type="checkbox"/> Month/Year:	<input type="text"/>
<input type="checkbox"/> Age:	<input type="text"/>

[Cancel](#)
[Reset](#)
[Add Contraindications](#)

CHAPTER 4 LOT NUMBERS

Adding Lot Numbers

1. Under the **Lot Number** heading in the **Navigation** column, click the **[Search/Add]** link.



2. The following Lot Number Maintenance screen will appear. Note: Before you can add a lot number, you must first search to see if the lot number already exists in the database. **WyIR recommends searching by vaccine type only**, as indicated in the following screen:

Lot Number Maintenance							
Search/Add Lot Number - Search Required Before Adding							
<input checked="" type="checkbox"/>	Vaccine	DTaP					
<input type="checkbox"/>	Manufacturer	--select--					
<input type="checkbox"/>	Lot Number			<input type="button" value="Search"/>			
<input type="checkbox"/>	Facility:	--select--					
Inactive Status:		Active					
Sort By:		Expiration Date					

Search Results							
Select	Facility	Manufacturer	Lot Number	Vaccine	Pub Supp	Exp. Date	Inactive

- Clicking on the **SEARCH** button displays all lots entered for that vaccine type, as indicated in the following screen:

Lot Number Maintenance

Search/Add Lot Number - Search Required Before Adding

Search Criteria:

Vaccine: **DTaP**

Manufacturer:

Lot Number:

Facility:

Back

Search Results

Select	Facility	Manufacturer	Lot Number	Vaccine	Pub Supp	Exp. Date	Inactive
-->	CHEYENNE HEALTH AND WELLNESS CENTER	SANOFI PASTEUR	C2253AA	DTaP	Y	04/25/2007	

Add

- If the lot number you wish to add does not already exist, click the **[Add]** button at the bottom of the screen. Then, add the lot number, expiration date, and specify if the vaccine is publicly supplied or privately purchased, as indicated in the screen below.

Lot Number Maintenance [Add]

Manufacturer: SKB-GLAXOSMITHKLINE

Lot Number: 587A-2

Vaccine: DTaP

Facility: CHWC

Expiration Date: 12/25/2006


Publicly Supplied: ☒ Yes ☐ No (Local Purchase)



Inactive: ☐

Cancel **Add**

Note: Publicly Supplied means that the vaccines were received from the Wyoming Vaccinates Important People (WyVIP) Program.

- Click the **[Add]** button and the following screen will appear which will prompt you to enter additional information.

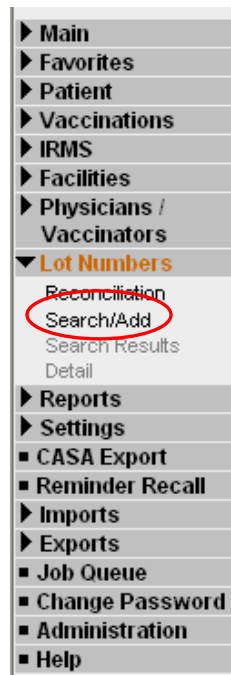
Add (+) To Total Doses	
Reason for Change:	Received from WyVIP program 
Date of Transaction:	07/27/2007
Number of Doses Added:	25
WyVIP PIN of other party (if applicable):	
Publicly Supplied:	Y

6. Click the **[Submit]** button when you are finished.

Editing Existing Lot Number

1. Under the Lot Number heading on the Navigation column, click the **[Search/Add]** link.



2. The following Lot Number Maintenance screen will appear. To edit a lot number, you must first find and retrieve it. **WyIR recommends searching by vaccine type only**, as indicated in the following screen:

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

<input checked="" type="checkbox"/> Vaccine	DTaP
<input type="checkbox"/> Manufacturer	--select--
<input type="checkbox"/> Lot Number	
<input type="checkbox"/> Facility:	--select--
Inactive Status:	Active
Sort By:	Expiration Date

Search

Search Results

Select	Facility	Manufacturer	Lot Number	Vaccine	Pub Supp	Exp. Date	Inactive

3. Click the **[Search]** button and the search results screen will appear, as presented below.

Lot Number Maintenance							
Search/Add Lot Number - Search Required Before Adding							
Search Criteria:							
Vaccine: DTaP							
Manufacturer:							
Lot Number:							
Facility:							
Back							

Search Results							
Select	Facility	Manufacturer	Lot Number	Vaccine	Pub Supp	Exp. Date	Inactive
	CHEYENNE HEALTH AND WELLNESS CENTER	GLAXOSMITHKLINE	587A-2	DTaP	Y	12/25/2008	
	CHEYENNE HEALTH AND WELLNESS CENTER	GLAXOSMITHKLINE	DTPA841A2	DTaP	Y	05/25/2009	
	CHEYENNE HEALTH AND WELLNESS CENTER	SANOFI PASTEUR	C2253AA	DTaP	Y	04/25/2007	

[Add](#)

- Click on the **[Arrow]** to the left of the lot numbers you wish to retrieve and the Lot Number Maintenance [Detail] screen will appear, as indicated at the top of the next page.

Lot Number Maintenance [Detail]	
Manufacturer:	GLAXOSMITHKLINE
Lot Number:	DTPA841A2
Vaccine:	DTaP
Facility:	CHEYENNE HEALTH AND WELLNESS CENTER
Doses Used:	0
Doses Wasted:	0
Doses Available:	40
Doses Total:	40
Expiration Date:	05/25/2009
Publicly Supplied:	Y
Inactive:	
Is Bulk Inventory:	

[Back](#) [Edit](#)

[View Lot Log](#)
[View Offsite Log](#)

- To edit the selected lot number, click on the **[Edit]** button on the lower right-hand corner of the Lot Number Maintenance [Detail] screen. A warning message dialog box appears that says, “When the lot number maintenance is in edit mode, it will block other users from saving vaccinations related to this lot number.” Click **OK** and the Lot Number Maintenance [Update] screen will appear, as indicated below:

Lot Number Maintenance [Update]	
Manufacturer:	SKB-GLAXOSMITHKLINE
Lot Number:	DTPA841A2
Vaccine:	DTaP
Facility:	CHWC
Doses Used:	0
Doses Wasted:	0
Doses Available:	40
Doses Total:	40 Use the buttons below to adjust the total doses.
Expiration Date:	05/25/2009
Publicly Supplied:	<input checked="" type="radio"/> Yes <input type="radio"/> No (Local Purchase)
Inactive:	<input type="checkbox"/>
Is Bulk Inventory:	<input type="checkbox"/>

6. On the Lot Number Maintenance [Update] screen you can edit the data fields, including inactivating a lot number. To change the number of doses available, click on the **[Add Doses]** or the **[Subtract Doses]** button. The following screen will appear depending on which option you choose:

Add (+) To Total Doses	
Reason for Change:	--select--
Date of Transaction:	07/10/2007
Number of Doses Added:	
WyVIP PIN of other party (if applicable):	
Publicly Supplied:	Y

To change number of doses, enter your dose information above. Complete as many of the fields as possible. Required fields are indicated by **red** text.

Subtract (-) From Total Doses	
Reason for Change:	--select--
Date of Transaction:	07/10/2007
Number of Doses Subtracted	
WyVIP PIN of other party (if applicable):	
Publicly Supplied:	Y

To change number of doses, enter your dose information above. Complete as many of the fields as possible. Required fields are indicated by **red** text.

7. Select the **[Reason for Change]** combo box and enter the number of doses to be added or subtracted and click **[Submit]**.

Add (+) To Total Doses	
Reason for Change:	--select--
Date of Transaction:	--select--
Number of Doses Added:	
WyVIP PIN of other party (if applicable):	
Publicly Supplied:	

--select--
Received from WyVIP program
Received from another provider
Received directly from vendor, not WyVIP supplied
Under estimated total doses
Correction of invalid entry
Received from CDC, not WyVIP supplied
Correction to wasted doses

Subtract (-) From Total Doses	
Reason for Change:	--select--
Date of Transaction:	--select--
Number of Doses Subtracted	
WyVIP PIN of other party (if applicable):	
Publicly Supplied:	

--select--
Returned to WyVIP program
Spoiled, wasted (dropped, spilled)
Expired
Lost during shipment
Damaged during shipment
Sent to another provider
Returned directly to vendor, not WyVIP supplied
Over estimated total doses
Lost by provider, unaccounted for in provider inventory
Two doses given to be equivalent of normal dosage for this age person

Note: The options available in the drop down menus for “Reason for Change” are different for Adding vs. Subtracting doses.

8. After clicking on “Submit” the following screen will appear demonstrating the change. In our example doses were subtracted from the lot number.

Lot Number Maintenance [Update]	
Manufacturer:	SKB-GLAXOSMITHKLINE
Lot Number:	DTPA841A2
Vaccine:	DTaP
Facility:	CHWC
Doses Used:	0
Doses Wasted:	0
Doses Available:	65
Doses Total:	65 Use the buttons below to adjust the total doses.
Expiration Date:	05/25/2009
Publicly Supplied:	<input checked="" type="radio"/> Yes <input type="radio"/> No (Local Purchase)
Inactive:	<input type="checkbox"/>
Is Bulk Inventory:	<input type="checkbox"/>

Cancel

Reset

Save

Add Doses(+)

Subtract Doses(-)

To update a lot number, enter your lot number information above. Complete as many of the fields as possible. Required fields are indicated by **red** text.

If you are going to modify Doses Total, do that before modifying the other fields or your changes will be undone.

Lot Number – Reconciliation

1. If there are discrepancies between the Lot Number Summary Report and the physical inventory in your fridge, go to the Lot Numbers section under the Navigation Columns and click on **[Reconciliation]** as detailed below. The following screen will appear:

WYSIIS-Reconciliation - Microsoft Internet Explorer

Address: https://web.state.wy.us/iweb_wy/reconciliation.jsp

Logged in: JOHN ANDERSON (IRMS: 33) Date: July 11, 2006

Reconcile Inventory

Vaccine	Lot Number	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Reason
DTaP	AC14B021AB	50			--No Reason Required--
DTaP	AC14B032AA	20			--No Reason Required--
DTaP/Hep B/IPV	AC21B055AA	100			--No Reason Required--
Hep A 2 dose - Adult	0833R	2			--No Reason Required--
Hep A 3 dose - Ped/Adol	AHBVB141AA	10			--No Reason Required--
Hep B 2 dose - Adol/Adult	0528N	10			--No Reason Required--
Hep B/Hib	0122R	10			--No Reason Required--
Hib--PRP-OMP	0005F	40			--No Reason Required--
Hib--PRP-OMP	1181R	60			--No Reason Required--
IPV	Y0496	50			--No Reason Required--
IPV	Y1050	10			--No Reason Required--
MMR	0488R	50			--No Reason Required--
MMR	0970R	20			--No Reason Required--
Meningococcal Conjugate (MCV4)	U1812AA	45			--No Reason Required--
Pneumococcal (PCV7)	A74399F	94			--No Reason Required--
Pneumococcal (PCV7)	B08651H	60			--No Reason Required--

Page: 32

2. For each applicable vaccination that needs to be changed, input the appropriate “Physical Inventory” count. In the following example, the first DTaP was adjusted down one dose. Also, select from the “Reason” drop down menu appropriate reason for the changes, if applicable.

Reconcile Inventory					
Vaccine	Lot Number	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Reason
DTaP	587A-2	25	24	-1	--select--
DTaP	C2253AA	7			--select--
DTaP	DTPA841A2	40			Spoiled, wasted (dropped, spilled)
DTaP/Hep B/IPV	AC21B027AA	2			Expired
DTaP/Hep B/IPV	AC21B034AA	10			Lost during shipment
Hep A 2 dose - Ped/Adol	0859P	9			Damaged during shipment
Hep A/Hep B - Adult	AHABA026AC	8			Sent to another provider
Hep B Ped/Adol - Preserv Free	AHBVB141AA	7			Returned directly to vendor, not VFC supplied
Hep B/Hib	0122R	19			Over estimated total doses
					Lost by provider, unaccounted for in provider inventory
					Two doses given to be equivalent of normal dosage for this age person
					Vaccine used at remote clinic
					Administered to client who chose not to be in registry
					Added to batch
					Correction of invalid entry
					System transfer to another provider
					Ineffectual
					Change in vaccine code
					No Reason Required

In the next example, a lot of Hep-B was increased by 51 doses. Notice the reasons in the drop down menu are different than in the above example where we were reducing the dose count.

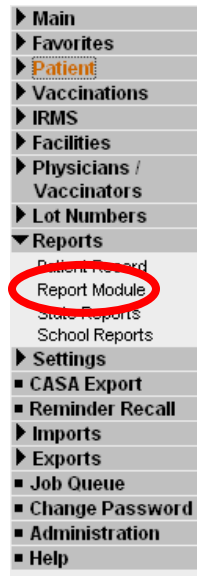
Reconcile Inventory					
Vaccine	Lot Number	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Reason
Hepatitis B--adol. or pediatric	4567DEFG	99	150	+51	--select--
					--select--
					Received from WyVIP program
					Received from another provider
					Received directly from vendor, not WyVIP supplied
					Under estimated total doses
					New batch
					Correction of invalid entry
					Received from CDC, not WyVIP supplied
					Received by system transfer from another provider
					Correction to wasted doses

- Click on the **[Save]** button at the bottom of the page in order to save the changes.



Lot Number Summary Report

1. Under the Reports heading on the Navigation column, click the **[Report Module]** link.



2. The following screen will appear. Select Lot Number Summary under the Vaccinations Section of the Reports.

Reports	
Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail
Manufacturers	Patient Totals
Lot Number Summary	Patient Breakdown
Lot Recall Listing	Recall for Inactivation
Vaccine Deferrals	Race and Ethnicity Correlation
	IRMS Completion Report
	High Risk Patients
Wyoming Vaccinates Important People	Site Information
WyVIP Vaccinations Breakdown	Programs
Vaccine Administered	Health Plans
WyVIP Eligibility Log	Facilities Detail
	Physician/Vaccinator Detail

- The following screen will appear. As the reports for the WyVIP program are run on a monthly basis, be sure to select the appropriate date under the “Report Date” heading. Also, be sure to check off “Publicly Supplied Only” when reconciling WyVIP Inventory. Click “Create Report” to see the actual report.

Lot Number Summary

☐ Include Inactive Lot Numbers ☐ Include Expired Lots

Limit By

☒ Report Date From: 06/01/2006 To: 06/30/2006

☐ Expiration Date From: To:

☒ IRMS 33-NORTHEAST WYOMING PEDIATRIC ASSOCIATES

☐ Facility --select--

☐ Facility Group --select--

☐ Do Not Limit

☐ Manufacturer --select--

☐ Vaccine Name --select--

☒ Publicly Supplied Only

Order By

☐ Vaccine Name

☐ Manufacturer

☐ Expiration Date

☐ Lot Number

Back Reset **Create Report**

- The following report is displayed. Note that the Vaccines are listed by antigen type (i.e., DTaP) in alphabetical order; if you organize your fridge accordingly, the inventory process will go much smoother.

Lot Number Summary Report - Microsoft Internet Explorer

Address: https://web.state.wy.us/iweb_vwy/report_lot_number_summary.jsp

Lot Number Summary

Report Criteria:

IRMS: 33 - NORTHEAST WYOMING PEDIATRIC ASSOCIATES

Facility: All

Vaccine Name: All

Manufacturer: All

Expiration Date Range: All

Report Date Range: 06/01/2006 to 06/30/2006

Include Inactive Lots: No

Include Expired Lots: No

Publicly Supplied Only: Yes

Sort Order: Vaccine Name

Report Date: July 11, 2006

Note: This report was run for a limited date range. All inventory counts displayed (Doses Available, Doses Total, etc.) reflect the inventory during that period of time only.

Lot Number	Vaccine Name	Manufacturer	Expires	Publicly Supplied	Doses Available	Starting Doses	Doses Adjusted	Doses Used	Doses Wasted	Inactive
AC14B021AB	DTaP	GLAXOSMITHKLINE	05/12/2008	Y	50	50	0	0	0	
AC21B055AA	DTaP/Hep B/IV	GLAXOSMITHKLINE	06/16/2008	Y	100	100	0	0	0	
AHBVB141AA	Hep A 3 dose - Ped/Adol	GLAXOSMITHKLINE	01/17/2007	Y	10	10	0	0	0	
0528N	Hep B 2 dose - Adol/Adult	MERCK	06/18/2006	Y	11	11	0	0	0	
0122R	Hep B/Hib	MERCK	04/12/2007	Y	10	10	0	0	0	
0005F	Hib-PRP-OMP	MERCK	07/05/2008	Y	40	0	40	0	0	
1181R	Hib-PRP-OMP	MERCK	07/05/2008	Y	60	60	0	0	0	
Y0496	IPV	SANOFI PASTEUR	06/04/2007	Y	50	50	0	0	0	
Y1050	IPV	SANOFI PASTEUR	11/17/2007	Y	10	0	10	0	0	
0498R	MMR	MERCK	04/07/2007	Y	50	50	0	0	0	
0970R	MMR	MERCK	06/25/2007	Y	20	20	0	0	0	
U1812AA	Meningococcal Conjugate (MCV4)	SANOFI PASTEUR	03/02/2007	Y	45	25	20	0	0	
A74399F	Pneumococcal(PCV7)	WYETH-AYERST	06/30/2006	Y	100	100	0	0	0	
B08651H	Pneumococcal(PCV7)	WYETH-AYERST	10/01/2007	Y	60	60	0	0	0	

Page: 32

5. Print off the report and take it to the fridge to conduct a manual count of the physical inventory. If the counts on the report are different than the physical inventory, take note and reconcile accordingly (see section 5.3 for details).

CHAPTER 5 REPORTS

Printing a Patient Record

1. In the **Navigation** column on the left-hand side of the screen, click on the **[Patient Record]** link below the **Reports** heading, as illustrated below.

SIIS Registry
developed by STC

Logged in: JOHN ANDERSON (IRMS: 17) Date: July 13, 2006

Print Patient Record

Patient Information To Include

☒ Do Not Include Confidential Information
☐ Include Confidential Information

Vaccination Record Choices

☒ Immunization Record (summary)
☐ All Recorded Vaccinations
☐ Forecast

☐ Printable Version (enable table borders)

Create Report

Navigation Menu:

- ▼ Main
 - Home
 - Login
 - Logout
 - Select Application
 - Select IRMS
 - Select Facility
- Favorites
- Patient
- Vaccinations
- IRMS
- Facilities
- Physicians / Vaccinators
- Lot Numbers
- ▼ Reports
 - Patient Record**
 - Report Mod.
 - State Reports
 - School Reports
- Settings

2. Click on the **[Patient Record]** link and the screen below will appear. Place a check mark next to “Printable Version.” Click on the **[Create Report]** button. The patient record will open in another window.

Print Patient Record

Patient Information To Include

- ☒ Do Not Include Confidential Information
 - ☐ Include Confidential Information
-

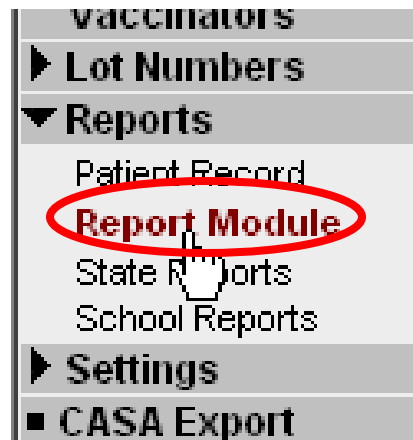
Vaccination Record Choices

- ☒ Immunization Record (summary)
- ☐ All Recorded Vaccinations
- ☐ Forecast
- ☒ Printable Version (enable table borders)

Create Report

Printing a WyVIP Eligibility Log

1. In the **Navigation** column on the left-hand side of the screen, click on the **[Report Module]** link below the **[Reports]** heading, as illustrated below.



2. Choose WyVIP Eligibility Log, as illustrated below.

Reports	
Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail
Manufacturers	Patient Totals
Lot Number Summary	Patient Breakdown
Lot Recall Listing	Recall for Inactivation
Vaccine Deferrals	Race and Ethnicity Correlation
	IRMS Completion Report
	High Risk Patients
Wyoming Vaccinates Important People	Site Information
WyVIP Vaccinations Breakdown	Programs
Vaccine Administered	Health Plans
WyVIP Eligibility Log	Facilities Detail
	Physician/Vaccinator Detail

3. The image that follows will appear. Enter the desired date range and click the **[Create Report]** button.

WyVIP Eligibility Log

☐ Include WyVIP Ineligible Vaccinations For 0-18 Years of Age

☐ Include WyVIP Ineligible Vaccinations For 19+ Years of Age

☐ Display Totals Only

Limit Report by

☐ Vaccine Date Range From: To: Date Format: mm/dd/yyyy

☐ WyVIP Eligibility --select--

☒ IRMS ALBANY CO PHN, LARAMIE - 1001 (17)

☐ Facility --select--

☐ Facility Group --select--

☒ Do Not Limit

Buttons: Back Reset **Create Report**

Report Print Settings

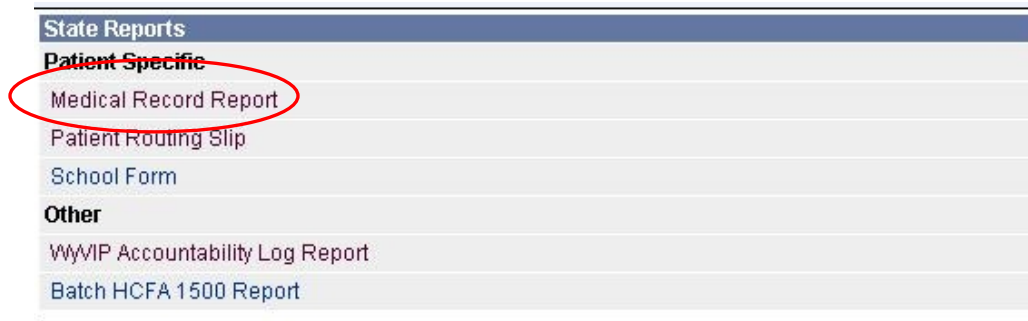
1. Select Page Setup from the File menu; select Landscape orientation; click the OK button.
2. Click on the printer icon in the browser toolbar.

Printing a Medical Record Report

1. After a patient has been selected, a Medical Record Report may be printed off for them if requested. In the **Navigation** column on the left-hand side of the screen, click on the **[State Reports]** link below the **[Reports]** heading, as illustrated below



2. The following image will appear. Click-on **[Medical Record Report]**.



3. An image will appear similar to the following; print and give to patient if a medical record of their immunizations is needed.

Wyoming Medical Record Report

Clinic Name:	G IMMUNIZATIONS	Patient's Physician:	HILL, DAVID MD
Clinic Address:	1313 MOCKINGBIRD LANE	Phone:	3216549871
Patient Name:	LIAM O THEYS	Date of Birth:	08/24/2000
Patient Address:		P.O. Box:	
City:		State:	Zip:
Patient Phone Number:	(225)767-2577		
Allergies:			
History of Chickenpox?:	N		
WyVIP Eligibility:	(ineligible)		
Contraindications:			

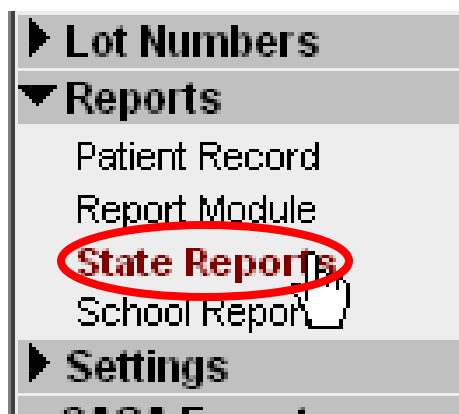
Anatomical Site Legend

LD:Left Arm Intramuscular | LSQ:Left Arm Subcutaneous | LVL:Left Thigh Intramuscular | ORL:Oral | RD:Right Arm Intramuscular | RSQ:Right Arm Subcutaneous | RVL:Right Thigh Intramuscular | LAI:Left Arm Intradermal | LTS:Left Thigh Subcutaneous | LTI:Left Thigh Intradermal | RAI:Right Arm Intradermal | RTS:Right Thigh Subcutaneous | RTI:Right Thigh Intradermal | NAS:Nasal |

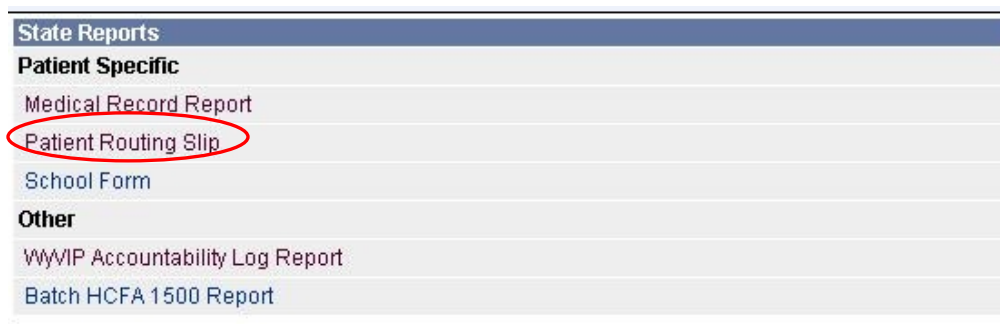
Vaccine	Date Given	VIS Form		Manuf Abbr.	Lot Number	Site/Route	Vaccinator
		Pub Date	Date Given				
Cholera							
	07/14/2004		07/14/2004		AVB457		
DTaP							
	12/26/2000				AVB457		
	03/22/2001				AVB457		
	11/27/2001				AVB457		
	07/30/2004		07/30/2004	KGC	DTAP 123	NAS	CHASTAIN, JOAN

Printing a Patient Routing Slip

1. After a patient has been scheduled for an appointment, this report can be helpful. In the **Navigation** column on the left-hand side of the screen, click on the **[State Reports]** link below the **[Reports]** heading, as illustrated below



2. The following image will appear. Click-on **[Patient Routing Slip]**.



3. An image will appear similar to the following – however on this one, the demographic information has been obscured. Often times, this report can be useful to front desk personnel in order to see if a patient's Forecasted Vaccinations fall appropriately within the date of the scheduled appointment. It also can be useful for staff that provides the immunizations to complete when giving the vaccinations. The appropriate staff simply has to complete the blank areas to the right of the received immunizations. Afterwards, it can be placed within a patient's chart to be entered into the Registry at a later time. Print and give to the appropriate medical personnel as needed.

Allergies:
Contraindications:

Zip:

Vaccination History

Vaccine Name	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7	Dose 8	Dose 9	Dose 10
DTaP	01/01/2006									
DTaP/Hep B/IPV	11/01/2005									
IPV	01/01/2006	03/01/2006								
Hib--unspecified	11/01/2005	01/01/2006								
Hep B Ped/Adol - Preserv Free	09/01/2005	03/01/2006								
Pneumococcal(PCV7)	11/01/2005	01/01/2006	03/01/2006							
Influenza--unspecified	03/01/2006	04/01/2006								
Hepatitis B--adol. or pediatric	09/01/2005	02/16/2006								

Note: The "Rec. Date" on the form stands for "Recommended Date" NOT "Received Date"

Forecast Vaccines

Vaccine Family	Dose	Rec. Date	Manuf.	Lot	Site/Route	Nurse
DTaP/DT/Td/Tdap*	3	03/01/2006				
HIB	3	03/01/2006				
MMR	1	09/01/2006				
PNEUMO (PCV7)	4	09/01/2006				
VARICELLA	1	09/01/2006				
FLU	3	10/01/2006				
POLIO	4	09/01/2009				
MENINGOCOCCAL	1	09/01/2016				

* DTaP or DT should be given to patients under 7 years old. Td should be given to patients 7 years old or older.

** If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

Printing a School Form

1. After a patient has been selected, in the **Navigation** column on the left-hand side of the screen, click on the **[State Reports]** link below the **[Reports]** heading, as illustrated below




2. The following image will appear. Click-on **[School Form]**.

State Reports
Patient Specific
Medical Record Report
Patient Routing Slip
School Form
Other
WyVIP Accountability Log Report
Batch HCFA 1500 Report

- An image will appear similar to the following. Of note, the demographic information has been obscured. This form, once signed, is a legal medical document for admission into a school system in the State of Wyoming.

Official State Record of Immunization
 Day Care/Pre-School/Head Start/Public and Private Schools K-12
 Effective June 1, 2001



This record is part of the child's or student's permanent record (cumulative folder) and shall transfer with that record. Health Department personnel shall have access to this record as deemed necessary.

Name of Child/Student: KEELAN LEE
Parent or Guardian: A. ANDERSON
Address:
City: **State:** **Date of Birth:**
Phone:
P.O. Box:
Zip:

Vaccine	MONTH/DAY/YEAR EACH DOSE WAS GIVEN									
	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7	Dose 8	Dose 9	Dose 10
DTap/DTp/DT	11/01/2005	01/01/2006								
Hep B - 3 Dose	09/01/2005	09/01/2005	11/01/2005	02/16/2006	03/01/2006					
Hib	11/01/2005	01/01/2006								
Influenza	03/01/2006	04/01/2006								
OPV/IPV	11/01/2005	01/01/2006	03/01/2006							
Pneumo (PCV7)	11/01/2005	01/01/2006	03/01/2006							

History of Chicken Pox: none

Jul 13, 2006

Signature or Stamp of Licensed Physician/Designee, or Public Health Authority* Date Issued

Street Address Telephone Number

City State Zip Code

*Public Health Authority means any qualified State or Local Health Department personnel or a school nurse.

- In the above screenshot you will notice that the address and phone number of your clinic is not listed. As such, you would need to hand write in this information. However, you can have the WyIR program automatically fill in that information. To do this you will first need to navigate to the patient's demographic screen by left clicking on **[Demographics]** in the Patient sub-menu.



- After left clicking on **[Demographics]** the patient demographic screen will appear as depicted in the following screen shot:

Patient Demographics			
Patient			
First Name:	JUDY	Race:	
Middle Name:		Ethnicity:	
Last Name:	WYOMING	Language:	
Suffix:		Medicaid:	
Birth Date:	01/01/2005	Birth File:	
SSN:		WyVIP status:	(Ineligible)
Gender:	FEMALE	Inactive:	
Age:	133 weeks, 30 months, 2 yrs	Medicare:	
Multiple Birth:	1 of 1		
Address			
Street:	1234 MOUNTAIN BLVD	Physical Address:	
City:	CHEYENNE		
Country:	United States	State:	WY
Zip Code:	82001	County/Parish:	LARAMIE
Phone Number:	(307)555-1212	District/Region:	
Email:			
School:			
Family			
Grdn 1 First Nm:	JOHN	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:		Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	
Other Info			
Physician:		Health Plan Name:	
Facility:		HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth Country:	
Block Recall:		Birth State:	
Recall Attempts:	0	Allergies:	
Program/Mem.IDs:		High Risk:	
Monthly Income:		Number In Family:	
Comments:			
Association:			
Medicaid Provider:			
Record Info			
SIIS Patient ID:	336783	IRMS Owner:	28 - LARAMIE CO PHN, CHEYENNE - 1015
Entry Date:	07/10/2007 09:34:31 AM	Last Update:	07/27/2007 09:16:14 AM
Edit High Risk Categories Update Programs Back Edit			

- Once you have reached the “Patient Demographic” screen, left click on **[Edit]** at the bottom of the page to continue.

Record Info			
SIIS Patient ID:	336783	IRMS Owner:	28 - LARAMIE CO PHN, CHEYENNE - 1015
Entry Date:	07/10/2007 09:34:31 AM	Last Update:	07/27/2007 09:16:14 AM
Edit High Risk Categories Update Programs Back Edit			

7. After you left click on **[Edit]** navigate to the “Other Information” section of the Patient Demographic screen as depicted in the following screen shot:

☐ Apply Defaults from Personal Settings to this Record

edit

First Name:	JUDY	Race:	White Black or African American
Middle Name:		Ethnicity:	--select--
Last Name:	WYOMING	Language:	--select--
Suffix:	--none--	SSN:	
Birth Date:	01/01/2005	Medicaid #:	
Gender:	FEMALE	Birth File #:	
Birth Order:		WYVIP Status:	--select--
Multiple Birth Count:		Inactive:	--select--
		Medicare Id:	

Address

☐ P.O. Box: Physical Address:

☒ Street:

City:

Country:

State: Zip Code:

County/Parish: District/Region:

Phone Number: Extension:

Email:

School: [Click to select](#)

Family

Guardian 1 First:	JOHN	Guardian 1 SSN:	
Guardian 1 Middle:		Guardian 2 First:	
Guardian 1 Last:		Guardian 2 Last:	
Mother Maiden:		Guardian Work Phone:	

Other Info

Health Plan Name:

HP Patient ID: HP Enroll Date:

Physician:

Facility:

Next Appt. Date: Chart Number:

Birth Country:

Birth State:

Block Recall: ☐

Allergies:

Comments:

Monthly Income:

Number in Family:

Association:

Medicaid Provider #:

8. In the “Other Info” section, locate the “Facility” bar and left click on the down arrow to view the drop down menu. Left click on the appropriate facility to for your clinic.

The screenshot shows the 'Other Info' form. The 'Facility' dropdown menu is open, showing two options: 'CHEYENNE COMMUNITY CLINIC' and 'CITY COUNTY HEALTH DEPARTMENT'. A red rectangle highlights the dropdown menu and the 'Facility' label. The 'Save' button at the bottom right is also highlighted with a red circle.

Other Info	
Health Plan Name:	--select--
HP Patient ID:	HP Enroll Date:
Physician:	--select--
Facility:	--select--
Next Appt. Date:	--select--
Birth Country:	--select--
Birth State:	--select--
Block Recall:	<input type="checkbox"/>
Allergies:	
Comments:	
Monthly Income:	
Number in Family:	
Association:	--select--
Medicaid Provider #:	

Cancel Reset Save

9. After you have selected the appropriate facility, left click on **[Save]** at the bottom of the page.

The screenshot shows the 'Other Info' form. The 'Facility' dropdown menu is now closed, and 'CITY COUNTY HEALTH DEPARTMENT' is selected. An orange oval highlights the 'Facility' dropdown menu. The 'Save' button at the bottom right is highlighted with a red circle.

Other Info	
Health Plan Name:	--select--
HP Patient ID:	HP Enroll Date:
Physician:	--select--
Facility:	CITY COUNTY HEALTH DEPARTMENT
Next Appt. Date:	Chart Number:
Birth Country:	--select--
Birth State:	--select--
Block Recall:	<input type="checkbox"/>
Allergies:	
Comments:	
Monthly Income:	
Number in Family:	
Association:	--select--
Medicaid Provider #:	

Cancel Reset Save

10. After you left click on **[Save]** the main “Patient Demographics” screen will appear. You should see the Facility you assigned the patient present on the demographic screen.

Logged in: RANDY DEBERRY (IRMS: 28) Date: July 27, 2007

Patient Demographics

Patient

First Name	JUDY	Race:	
Middle Name:		Ethnicity:	
Last Name	WYOMING	Language:	
Suffix:		Medicaid:	
Birth Date:	01/01/2005	Birth File:	
SSN:		WV/VIP status:	(ineligible)
Gender:	FEMALE	Inactive:	
Age:	133 weeks, 30 months, 2 yrs	Medicare:	
Multiple Birth:	1 of 1		

Address

Street:	1234 MOUNTIAN BLVD	Physical Address:	
City:	CHEYENNE		
Country:	United States	State:	WY
Zip Code:	82001	County/Parish:	LARAMIE
Phone Number:	(307)555-1212	District/Region:	
Email:			
School:			

Family

Grdn 1 First Nm:	JOHN	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:		Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	

Other Info

Physician:		Health Plan Name:	
Facility:	CITY COUNTY HEALTH DEPARTMENT	HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth Country:	
Block Recall:		Birth State:	
Recall Attempts:	0	Allergies:	
Program/Mem.IDs:		High Risk:	
Monthly Income:		Number In Family:	
Comments:			
Association:			
Medicaid Provider:			

Record Info

SIIS Patient ID:	336783	IRMS Owner:	28 - LARAMIE CO PHN, CHEYENNE - 1015
Entry Date:	07/10/2007 09:34:31 AM	Last Update:	07/27/2007 09:17:54 AM

[Edit High Risk Categories](#) [Update Programs](#) [Back](#) [Edit](#)

11. At this point if you generate the school form the address and phone number of you clinic will be pre-printed at the bottom of the form as depicted in the following screen shot:

Official State Record of Immunization

Day Care/Pre-School/Head Start/Public and Private Schools K-12
Effective June 1, 2001



This record is part of the child's or student's permanent record (cumulative folder) and shall transfer with that record. Health Department personnel shall have access to this record as deemed necessary.

Name of Child/Student: JUDY WYOMING
Parent or Guardian: JOHN
Address: 1234 MOUNTAIN BLVD
City: CHEYENNE **State:** WYOMING

Date of Birth: 01/01/2005
Phone: (307)555-1212
P.O. Box:
Zip: 82001

Vaccine	MONTH/DAY/YEAR EACH DOSE WAS GIVEN									
	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7	Dose 8	Dose 9	Dose 10
Hep B - 3 Dose	01/01/2005									
Hib	07/10/2007									
MMR	07/10/2007									
Pneumo (PCV7)	07/27/2007									
Varicella	07/10/2007									

History of Chicken Pox: none

Jul 27, 2007

Signature or Stamp of Licensed Physician/Designee, or Public Health Authority*

Date Issued

100 CENTRAL AVENUE

(307)633-4000

Street Address

Telephone Number

CHEYENNE

WYOMING

82007

City

State

Zip Code

*Public Health Authority means any qualified State or Local Health Department personnel or a school nurse.

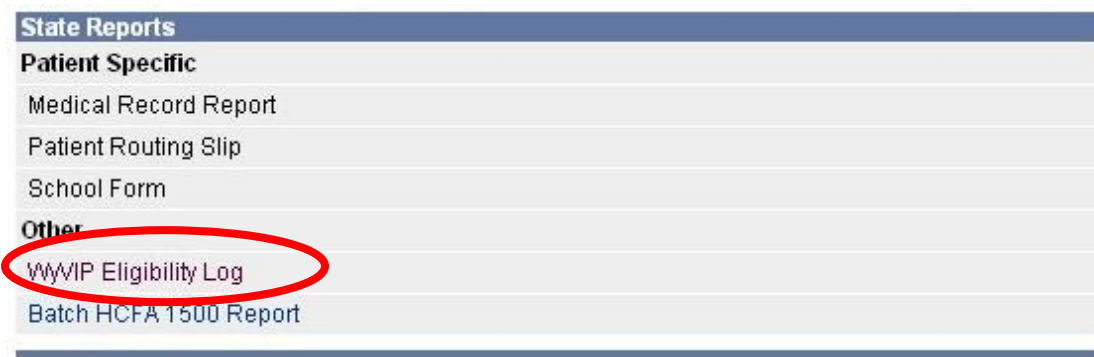
Printing WyVIP Eligibility Logs

The WyVIP Eligibility Log allows individuals to print a series of reports that provide necessary information for the WyVIP program.

1. To access the WyVIP Eligibility Log first left click on the **[State Report]** option underneath “Reports in the Main Menu.



2. After left clicking on **[State Reports]** the State Reports menu will appear. At this menu left click on the **[WyVIP Eligibility Log]** option.



3. After left clicking the [WyVIP Eligibility Log] option, the search parameter screen will appear as depicted in the following screen shot:

The screenshot shows the 'WyVIP Eligibility Log' search parameter screen. It includes several sections: 'Include Ineligible Patients' (checkbox), 'Limit Report by' (checkboxes for Vaccine Date, WyVIP Eligibility, IRMS, Facility, Facility Group, and Do Not Limit), 'Report Choice' (radio buttons for Eligibility Summary, Doses Administered, and Inventory), and 'Age Group' (checkboxes for Include 0-18 Years of Age and Include 19+ Years of Age). The 'From' and 'To' date fields are empty. The 'IRMS' dropdown is set to '17-ALBANY CO PHN, LARAMIE - 1001'. The 'Report Choice' is set to 'Eligibility Summary'. The 'Age Group' is set to 'Include 0-18 Years of Age'. At the bottom, there are 'Back', 'Reset', and 'Create Report' buttons.

4. To start running the report you will first want to put a desired date range into the “Vaccination Date” field.

This screenshot is identical to the previous one, but the 'From' and 'To' date fields in the 'Vaccine Date' section are now populated with '01/01/2006' and '12/31/2006' respectively. A red oval highlights these two date fields.

5. After you have entered your desired date range, you will need to decide which report choice you would like. We will start by looking at the “Eligibility

Summary” option. This option will print a report containing the number of vaccines you gave for each of the WyVIP patient categories (i.e. Uninsured, Medicaid, etc.) by age group. To start make sure the “Eligibility Summary” option is selected as demonstrated below.

The screenshot shows the 'WyVIP Eligibility Log' form. The 'Limit Report by' section has 'Vaccine Date' checked with a range from '01/01/2006' to '12/31/2006'. 'WyVIP Eligibility' is set to '--select--', 'IRMS' is set to '17-ALBANY CO PHN, LARAMIE - 1001', and 'Do Not Limit' is selected. In the 'Report Choice' section, 'Eligibility Summary' is selected and circled in red. The 'Age Group' section has 'Include 0-18 Years of Age' and 'Include 19+ Years of Age' both unchecked. At the bottom are 'Back', 'Reset', and 'Create Report' buttons.

6. Once this option is selected, left click on **[Create Report]** to launch the report.

This screenshot is identical to the previous one, showing the 'WyVIP Eligibility Log' form with 'Eligibility Summary' selected. However, in this version, the 'Create Report' button at the bottom right is circled in red to indicate the next step.

7. After selecting **[Create Report]** the “Eligibility Summary” will appear as depicted on the following screen shot:

**Wyoming Vaccinates Important People (WyVIP) Program
WyVIP Eligibility Log for Public Provider/Hospital (Private and Public) Use**

IRMS: 17 - ALBANY CO PHN, LARAMIE - 1001

Date Range: 01/01/2006 To 12/31/2006

Includes Patients with WyVIP Eligible Vaccinations Only

WyVIP Eligibility Summary

WyVIP PIN: 1001

Age	Medicaid	Uninsured	Amer Indian or Alaskan	Underinsured	Kidscore	Not Elig	Insured	Adult State	Private
< 1 year	0	0	0	0	0	0	0	0	0
1 year	4	3	0	0	0	0	0	0	0
2 years	3	2	0	0	0	0	0	0	0
3 - 4 years	2	2	0	0	0	0	0	0	0
5 years	1	2	0	0	0	0	0	0	0
6 - 9 years	3	9	0	0	0	0	0	0	0
10 - 14 years	1	10	0	2	0	0	0	0	0
15 - 18 years	1	22	0	0	0	0	0	0	0
19 - 24 years	0	1	0	0	0	0	0	0	0
25 - 44 years	0	0	0	0	0	0	0	0	0
45 - 64 years	0	0	0	0	0	0	0	0	0
65+ years	0	0	0	0	0	0	0	0	0
Totals	15	51	0	2	0	0	0	0	0

8. The second option is the “Doses Administered” option. This option will print a report containing the number of vaccines you gave for each vaccination type (i.e. DTap, Hib, etc.) by age group. To start make sure the “Doses Administered” option is selected as demonstrated below.

WyVIP Eligibility Log

☐ Include Ineligible Patients

Limit Report by

☒ Vaccine Date Range: From To

☐ WyVIP Eligibility

☒ IRMS

☐ Facility

☐ Facility Group

☒ Do Not Limit

Report Choice

☐ Eligibility Summary

☒ **Doses Administered**

☐ Inventory

Age Group

☐ Include 0-18 Years of Age

☐ Include 19+ Years of Age

9. Once this option is selected, left click on **[Create Report]** to launch the report

WyVIP Eligibility Log

☐ Include Ineligible Patients

Limit Report by

☒ Vaccine Date Range: From To

☐ WyVIP Eligibility

☒ IRMS

☐ Facility

☐ Facility Group

☒ Do Not Limit

Report Choice

☐ Eligibility Summary

☒ Doses Administered

☐ Inventory

Age Group

☐ Include 0-18 Years of Age

☐ Include 19+ Years of Age

10. After selecting [**Create Report**] the “Doses Administered” will appear as depicted on the following screen shot:

Wyoming Vaccinates Important People (WyVIP) Program
WyVIP Eligibility Log for Public Provider/Hospital (Private and Public) Use
 IRMS: 17 - ALBANY CO PHN, LARAMIE - 1001
 Date Range: 01/01/2006 To 12/31/2006

Includes Patients with WyVIP Eligible Vaccinations Only
WyVIP Doses Administered

WyVIP PIN: 1001

Vaccine	< 1 year	1 year	2 years	3 - 4 years	5 years	6 - 9 years	10 - 14 years	15 - 18 years	19 - 24 years	25 - 44 years	45 - 64 years	65+ years	Totals
DTaP	0	2	4	2	3	8	0	0	0	0	0	0	19
DTaP /Hep B /IPV	0	4	0	1	0	0	0	0	0	0	0	0	5
DT Peds	0	0	0	0	0	0	0	0	0	0	0	0	0
Td(>= 7yroid)	0	0	0	0	0	1	0	1	0	0	0	0	2
Hib	0	6	4	0	1	0	0	0	0	0	0	0	11
Hep B/Hib	0	0	0	0	0	0	0	0	0	0	0	0	0
IPV	0	0	2	0	2	9	5	2	0	0	0	0	20
MMR	0	1	2	0	3	11	1	4	0	0	0	0	22
Hep B Peds	0	2	3	2	0	4	4	16	0	0	0	0	31
Hep B Adol	0	0	0	0	0	0	0	0	0	0	0	0	0
PCV7	0	6	3	1	0	0	0	0	0	0	0	0	10
Varicella	0	0	2	0	0	3	2	2	0	0	0	0	9
Hep A	0	0	0	1	1	2	2	3	0	0	0	0	9

NOTE – Since this report is a WyVIP Report, it will only display figures associated with WyVIP eligible patients, ineligible patients will not be included on the report.

11. The third option is the “Inventory” option. This option will print a report containing your monthly inventory. To generate the report first make sure the “Inventory” option is selected as demonstrated below.

WyVIP Eligibility Log

☐ Include Ineligible Patients

Limit Report by

☒ Vaccine Date Range: From To

☐ WyVIP Eligibility

☒ IRMS

☐ Facility

☐ Facility Group

☒ Do Not Limit

Report Choice

☐ Eligibility Summary

☐ Doses Administered

☒ Inventory

Age Group

☐ Include 0-18 Years of Age

☐ Include 19+ Years of Age

12. Once this option is selected, left click on **[Create Report]** to launch the report

WyVIP Eligibility Log

☐ Include Ineligible Patients

Limit Report by

☒ Vaccine Date Range: From To

☐ WyVIP Eligibility

☒ IRMS

☐ Facility

☐ Facility Group

☒ Do Not Limit

Report Choice

☐ Eligibility Summary

☐ Doses Administered

☒ Inventory

Age Group

☐ Include 0-18 Years of Age

☐ Include 19+ Years of Age

13. After selecting **[Create Report]** the “Inventory” will appear as depicted on the following screen shot:

**Wyoming Vaccinates Important People (WyVIP) Program
WyVIP Eligibility Log for Public Provider/Hospital (Private and Public) Use**

IRMS: 17 - ALBANY CO PHN, LARAMIE - 1001

Date Range: 01/01/2006 To 01/31/2006

Includes Patients with WyVIP Eligible Vaccinations Only

WyVIP Inventory

IRMS: 17 - ALBANY CO PHN, LARAMIE - 1001

WyVIP PIN: 1001

WyVIP Name	Inventory	Administered	Current Stock
PPD Test	249	146	103
DT (Pediatric)	141	0	141
Influenza Whole	25	22	3
Hep A 2 dose - Ped/Adol	702	335	367
Pneumococcal(PCV7)	3147	2547	600
Pneumococcal - unspecified	0	0	0
Td (Adult)	701	227	474
Hib--PRP-OMP	1477	1051	426
DTaP/Hib	20	0	20
DTaP/Hep B/IPV	2155	1565	590
DTP/Hib	15	0	15
DTaP, 5 pertussis antigens	29	0	29
Hib--unspecified	918	777	141

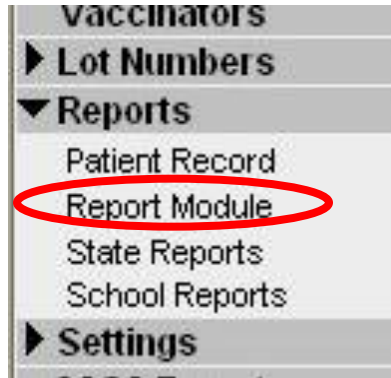
On this report the columns circled above are defined as such:

- A. **Inventory** – How many doses were in inventory at the beginning of the time period specified.
- B. **Administered** – How many vaccination of a particular vaccine were given during the time period specified.
- C. **Current Stock** – How many doses of a particular vaccine were left in inventory at the end of the time period selected.

NOTE: This report currently has an error in that the software does not separate the report by office correctly, in that the report will currently give you total for all office affiliated with the WyIR Program. This problem has been pointed out to our vendor, and should be fixed by version upgrade 4.0.2.

Printing A High Risk Category Report

1. Select **[Report Module]** under the **Reports** option as shown below.



2. Once the module has opened left click on the **[High Risk Patients]** option.

Reports	
Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail
Manufacturers	Patient Totals
Lot Number Summary	Patient Breakdown
Lot Recall Listing	Recall for Inactivation
Vaccine Deferrals	Race and Ethnicity Correlation
	IRMS Completion Report
	High Risk Patients

3. Once you have selected **[High Risk Patients]** the High Risk Patient Report filter screen appears. On this screen as shown in the next screen shot.

High Risk Patients Report	
<input type="checkbox"/> High Risk Category	--select--
<input type="checkbox"/> Vaccination	--select--
<input checked="" type="checkbox"/> IRMS	28-CHEYENNE PHN OFFICE
<input type="radio"/> Facility	--select--
<input type="radio"/> Facility Group	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> District / Region	

4. On this screen you will need to select the drop down arrow next to High Risk Category to access the high risk category options. If you skip this step, then all high risk categories will be included in your report.

High Risk Patients Report

<input type="checkbox"/> High Risk Category	--select--
<input type="checkbox"/> Vaccination	--select--
<input checked="" type="checkbox"/> IRMS	28-CHEYENNE PHN OFFICE
<input type="radio"/> Facility	--select--
<input type="radio"/> Facility Group	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> District / Region	

Back **Reset** **Create Report**

5. Once the High Risk Category menu has launched, left click on the desired category to select that category.

High Risk Patients Report

<input type="checkbox"/> High Risk Category	--select--
<input type="checkbox"/> Vaccination	--select--
<input checked="" type="checkbox"/> IRMS	HX OF IV DRUG USAGE AND THEIR PARTNERS HX OF MULTIPLE SEX PARTNERS WITHIN 12 MONTHS MEN WHO HAVE SEX WITH MEN MIGRANT WORKERS SEASONAL WORKERS OR REFUGEES PRIOR HX OF INCARCERATION STD HIV HEP SCREENING WITHIN 12 MONTHS
<input type="radio"/> Facility	
<input type="radio"/> Facility Group	
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> District / Region	

Back **Reset** **Create Report**

6. To additionally narrow the report, you can limit the patients by who have received specific vaccinations. To do this you will need to left click on the drop down arrow next to Vaccination as illustrated on the following screen shot:

High Risk Patients Report	
<input checked="" type="checkbox"/> High Risk Category	HX OF IV DRUG USAGE AND THEIR PARTNERS
<input type="checkbox"/> Vaccination	--select--
<input checked="" type="checkbox"/> IRMS	28-CHEYENNE PHN OFFICE
<input type="radio"/> Facility	--select--
<input type="radio"/> Facility Group	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> District / Region	

[Back](#)
[Reset](#)
[Create Report](#)

- After you have left clicked on the drop down arrow, a list of vaccinations will appear. Select the vaccination you wish the report to focus on in the same manner as you selected a High Risk Category. If you do not select a vaccine, then the report will not be filtered by vaccination type and will report every individual who has been assigned to the high risk category you selected within your IRMS.

High Risk Patients Report	
<input checked="" type="checkbox"/> High Risk Category	HX OF IV DRUG USAGE AND THEIR PARTNERS
<input type="checkbox"/> Vaccination	--select--
<input checked="" type="checkbox"/> IRMS	--select--
<input type="radio"/> Facility	
<input type="radio"/> Facility Group	
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> District / Region	

DTaP

DTaP, 5 pertussis antigens

DTaP--unspecified

DTaP/Hib

DTaP/Hib/IPV

DTaP/Hep B/IPV

DT (Pediatric)

Td (Adult)

Td Adult, Preserv Free

Tdap

IPV

Hib--HbOC

Hib--PRP-OMP

Hib--PRP-T

Hib--unspecified

Hep B/Hib

Hep B Ped/Adol - Preserv Free

Pneumococcal(PCV7)

Pneumococcal(PPV23)

MMR

MMR/Varicella

Varicella

Hep A 3 dose - Ped/Adol

Hep A--unspecified

Hepatitis A- pediatric, NOS

Hep A 2 dose - Adult

Hep A 2 dose - Ped/Adol

Influenza Whole

Influenza Split

[Reset](#)
[Create Report](#)

- Once you have selected the High Risk Category and Vaccination Filters as desired for your report, left click on **[Create Report]** to launch the report.

High Risk Patients Report	
<input checked="" type="checkbox"/> High Risk Category	HX OF IV DRUG USAGE AND THEIR PARTNERS
<input checked="" type="checkbox"/> Vaccination	Hepatitis B--adult
<input checked="" type="checkbox"/> IRMS	28-CHEYENNE PHN OFFICE
<input type="radio"/> Facility	--select--
<input type="radio"/> Facility Group	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> District / Region	

[Back](#)
[Reset](#)
[Create Report](#)

- Once you have launched the report, the report will appear in a screen similar to the following screen shot:

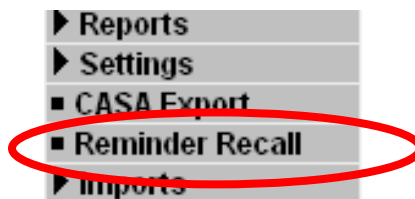
High Risk Patients Report						
Report Criteria:				Report Date: December 28, 2006		
IRMS:		28 - CHEYENNE PHN OFFICE				
Facility:		All				
District / Region:		All				
High Risk Category:		STD HIV HEPB SCREEN WITHIN PAST 12 MONTHS				
Vaccine:		Hepatitis B--adult				
Patient Total: 1						
First Name	Last Name	Middle Name	DOB	SIIS Id	Most Recent Vaccination	High Risk Category
JOHN	ANDERSON					STD HIV HEPB SCREEN WITHIN PAST 12 MONTHS

CHAPTER 6 ADVANCED FEATURES

Reminder/Recall

Reminder Recall is strongly recommended as a tool to increase your office's immunization coverage levels. The Reminder Recall feature of the IWeb Application is also extremely flexible. **The WyIR Technical Support staff is happy to assist you with this feature. We encourage you to contact us at 1-800-599-9754 for help.** To execute the report, follow these easy steps.

1. In the Navigation column on the left-hand side of the screen, click on the [Reminder Recall] link, as illustrated below.



2. After you select [Reminder Recall] the following screen will appear.

Reminder/Recall	
<input type="checkbox"/> Do Not Increment Recall Count (Run Recall)	
<input type="checkbox"/> Preview and Select Patients	
Reminder/Recall Date Range:	From: 01/01/1990 To: 06/27/2006
Maximum Recall Tries:	5
Valid Addresses:	<input type="radio"/> Valid Addresses Only <input type="radio"/> Invalid Addresses Only <input checked="" type="radio"/> All Patients
<input type="checkbox"/> Include Inactive Patients	
Limit Reminder/Recall Group By:	
<input type="checkbox"/> Patient Birth Date	From: To:
<input checked="" type="radio"/> IRMS	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="radio"/> Facility	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> Physician	--select--
<input type="checkbox"/> Program	--select--
<input type="checkbox"/> Health Plan	--select--
<input type="checkbox"/> High Risk Category	--select--
<input type="checkbox"/> State	--select--
<input type="checkbox"/> County/Parish	--select--
<input type="checkbox"/> Zip Code	
<input type="checkbox"/> Health District/Region	
<input type="checkbox"/> Appointment Date	From: To:
<input type="checkbox"/> Deferred Vaccinations	
Only	

- To start the process of you may want to select DO NOT INCREMENT RECALL COUNT (RUN RECALL) as detailed next to the arrow above. Ordinarily when Reminder/Recall is run, a "count" gets added to the patient's record. Once the threshold (Maximum Recall Tries) is reached, the patient will no longer receive reminders/recalls. The recall count is reset for a patient once a historical or administered vaccination is entered. If you want to do a "practice" run to view the number of patients that are to be reminded/recalled, you would want to point and click this checkbox to "NOT" add a count; otherwise, leave it UNCHECKED.

Reminder/Recall	
<input type="checkbox"/>	Do Not Increment Recall Count (Run Recall)
<input type="checkbox"/>	Preview and Select Patients
Reminder/Recall Date Range:	From: 01/01/1990 To: 06/27/2006
Maximum Recall Tries:	5

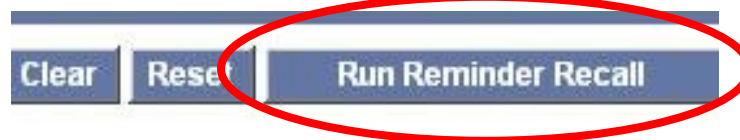
- Next, you will need to enter the desired Reminder/Recall date range into the appropriate field. If you leave this field blank, the program will search all patients you belong to you in the registry.

Reminder/Recall	
<input type="checkbox"/>	Do Not Increment Recall Count (Run Recall)
<input type="checkbox"/>	Preview and Select Patients
Reminder/Recall Date Range:	From: 01/01/1990 To: 06/27/2006
Maximum Recall Tries:	5
Valid Addresses:	<input type="radio"/> Valid Addresses Only <input type="radio"/> Invalid Addresses Only <input checked="" type="radio"/> All Patients
<input type="checkbox"/>	Include Inactive Patients
Limit Reminder/Recall Group By:	
<input type="checkbox"/>	Patient Birth Date From: To:
<input checked="" type="radio"/> IRMS	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="radio"/> Facility	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> Physician	--select--
<input type="checkbox"/> Program	--select--

- After selecting the desired birth date range, you will want to select which vaccinations you would like the program to look for missing dates on. There is a vaccination menu at the bottom of the screen that contains the list of vaccines the program is capable of searching for. Simple left click on the box next to the desired vaccine or vaccines you would like to search for. In the following screen shot the selected vaccinations are the ones reviewed during your advantage visits.

Vaccine Families:	and Optional Needed Dose Number:
<input checked="" type="checkbox"/> DTaP/DT/Td/Tdap*	<input type="text"/>
<input checked="" type="checkbox"/> HIB	<input type="text"/>
<input checked="" type="checkbox"/> POLIO	<input type="text"/>
<input checked="" type="checkbox"/> HEP-B 3 DOSE**	<input type="text"/>
<input checked="" type="checkbox"/> MMR	<input type="text"/>
<input checked="" type="checkbox"/> VARICELLA	<input type="text"/>
<input type="checkbox"/> MENINGOCOCCAL	<input type="text"/>
<input checked="" type="checkbox"/> HEP-A	<input type="text"/>
<input type="checkbox"/> FLU	<input type="text"/>
<input checked="" type="checkbox"/> PNEUMO (PCV7)	<input type="text"/>
<input checked="" type="checkbox"/> HEP-B 2 DOSE**	<input type="text"/>
<input type="checkbox"/> ANTHRAX	<input type="text"/>
<input type="checkbox"/> SMALLPOX	<input type="text"/>
<input type="checkbox"/> SHOT/READING	<input type="text"/>
<input type="checkbox"/> ROTAVIRUS	<input type="text"/>
<input type="checkbox"/> HPV	<input type="text"/>
<input type="checkbox"/> ZOSTER	<input type="text"/>

- After you have completed the above steps left-click on [Run Reminder Recall] button at the bottom right-hand side of the screen to continue.



- After a few second a window will be displayed telling you how many patients are in your recall group. Left click on OK to continue.



- After left-clicking on the [OK] button in the pop-up, you will then have the option of selecting the output type. Left-click on the Patient Listing option to launch the report.

Reminder/Recall Output Select	
Select	Output Type:
select	Patient Listing
select	Mailing Labels (Avery 5160)

- After left-clicking on [Select] a report similar to the following will appear.

Reminder Recall Patient Recall Group Listing

Report Criteria	Report Date: October 9, 2006
------------------------	-------------------------------------

IRMS: 28 Recall Date: 01/01/1990 to 10/09/2006 Birth Date Range: 01/01/2003 to 12/31/2003 Include Inactive Patients: No State: All High Risk Category: All Deferred Vaccinations Only: No Vacc. Families: DTaP/DT/Td/Tdap*, HEP-A, HEP-B 2 DOSE**, HEP-B 3 DOSE**, HIB, MMR, PNEUMO (PCV7), POLIO Person Generating Recall:	Facility: All Health Plan: All Physician: All Program: All County/Parish: All Zip Code: All District/Region Number: All
--	--

* DTaP should be given to patients under 7 years old. Td should be given to patients 7 years old or older.
 ** If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

Total Patients Selected: 51

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vaccine Family Name</th> <th>Dose Number</th> <th>Recommended Date</th> <th>Minimum Date</th> </tr> </thead> <tbody> <tr> <td>HIB</td> <td>4</td> <td>07/13/2004</td> <td>07/13/2004</td> </tr> <tr> <td>MMR</td> <td>1</td> <td>07/13/2004</td> <td>07/13/2004</td> </tr> <tr> <td>DTaP/DT/Td/Tdap*</td> <td>4</td> <td>07/20/2004</td> <td>07/13/2004</td> </tr> <tr> <td>PNEUMO (PCV7)</td> <td>4</td> <td>07/20/2004</td> <td>07/13/2004</td> </tr> </tbody> </table>								Vaccine Family Name	Dose Number	Recommended Date	Minimum Date	HIB	4	07/13/2004	07/13/2004	MMR	1	07/13/2004	07/13/2004	DTaP/DT/Td/Tdap*	4	07/20/2004	07/13/2004	PNEUMO (PCV7)	4	07/20/2004	07/13/2004
Vaccine Family Name	Dose Number	Recommended Date	Minimum Date																								
HIB	4	07/13/2004	07/13/2004																								
MMR	1	07/13/2004	07/13/2004																								
DTaP/DT/Td/Tdap*	4	07/20/2004	07/13/2004																								
PNEUMO (PCV7)	4	07/20/2004	07/13/2004																								

Please note the portions of the report have been intentionally obscured to protect confidentiality.

- The patient names presented on this report are the names of patients who have missed recommended vaccinations. The report gives you the patient's name, contact information, as well as what vaccines were missed and when they should have been given.

If you have any questions or comments about this report please call the Wyoming Immunization Registry Help Desk at 1-800-599-9754

Data Backup Procedure

There are many instances that you may wish to have a back-up of your data. If you are conducting a mobile clinic and need to take records in the field, these steps can help you. If you are concerned about the Internet or the Registry being down and not being able to access files when needed, these steps can help you as well. We strongly recommend conducting these backup procedures at least once a month.

There essentially are three steps to creating searchable PDF files of your facility's Registry information.

1. Create Patient Detail Report
2. Saving File on Desktop
3. Searching backup file

The aforementioned steps will be outlined in further detail in the following pages.

Create Patient Detail Report

In order to create a backup of your data, go to the Reports section on the Navigation Column and select the **[Report Module]** section. The following screen will appear.



The screenshot shows the STC Reports module interface. On the left is a navigation sidebar with a tree view. The 'Reports' section is expanded, and 'Report Module' is selected. The main content area is divided into several sections:

- Vaccinations**: Includes links for Vaccination Totals, Vaccinations Breakdown, Manufacturers, Lot Number Summary, Lot Recall Listing, and Vaccine Deferrals.
- Patients**: Includes links for Daily Patient Immunization List, Patient Detail (circled in red), Patient Totals, Patient Breakdown, Recall for Inactivation, Race and Ethnicity Correlation, and IRMS Completion Report.
- Vaccines for Children**: Includes links for VFC Vaccinations Breakdown, Vaccine Administered, and VFC Accountability Log.
- Site Information**: Includes links for Programs, Health Plans, Facilities Detail, and Physician/Vaccinator Detail.
- Registry**: Includes links for Updated Patients/Vaccinations, Provider Submission Detail, Provider Submission, Provider Response, Weekly Status, Registry Statistics, and Daily Status. Each link has a 'Schedule' button next to it.
- Quality**: Includes links for Data Quality by IRMS and Facility, Patient Data Quality Detail, Vaccination Data Quality, and Vaccination Data Quality Detail. Each link has a 'Schedule' button next to it.

From the Patients section of the Reports module in the upper right hand corner of the page, select the **[Patient Detail Report]**. The following screen will appear.

Patient Detail Report	
Run By	
<input checked="" type="radio"/> By Ownership	
<input type="radio"/> By Service	
Limit Report By	
<input type="checkbox"/> Vaccination Date Range	From: <input type="text"/> To: <input type="text"/>
<input type="checkbox"/> Birth Date Range	From: <input type="text"/> To: <input type="text"/>
<input checked="" type="checkbox"/> IRMS	ALBANY CO PHN, LARAMIE - 1001 (17)
<input type="radio"/> Facility	--select--
<input type="radio"/> Facility Group	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> WyVIP Pin	--select--
<input type="checkbox"/> State	--select--
<input type="checkbox"/> County/Parish	--select--
<input type="checkbox"/> Zip Code	<input type="text"/>
<input type="checkbox"/> Primary Care Physician	Select from the list below:
	--select--
<input type="checkbox"/> Program	--select--
<input type="checkbox"/> Health Plan	--select--
<input type="checkbox"/> Race	--select-- White
<input type="checkbox"/> WyVIP Eligibility	--select--
<input checked="" type="checkbox"/> Inactive Status	Active patients only
<input type="checkbox"/> Vaccine	--select--
<input type="checkbox"/> Lot Number	Select from the list below:
	--select--
<input type="checkbox"/> District/Region	<input type="text"/>
<input type="radio"/> School	<input type="text"/> Click to select
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> Only Show Patient Info	
<input type="checkbox"/> High Risk Category	--select--
<input checked="" type="checkbox"/> Sort By	<input checked="" type="radio"/> Last Name <input type="radio"/> Vaccination Date
Age Group	
<input type="checkbox"/> Include 0-18 Years of Age	
<input type="checkbox"/> Include 19+ Years of Age	

Note that the IRMS listed most likely is different than yours. According to your log-in rights, your IRMS has already been predefined. For this example, we will use Albany County PHN-Laramie. Since we want to create a local back-up of all that have been vaccinated at your facility, we will select “Run By-Service,” rather than “Run By-Ownership.” If you select the latter option, you run the risk of not capturing patients that had been seen by your facility as well as another. For this example, we will look at all patients, active and inactive, that had been served at your facility with a vaccination listed within the last 100 years.

PLEASE NOTE: The steps outlined in this manual apply all but two of the facilities in the State of Wyoming, Laramie County PHN and Natrona County PHN. Due to the size of their patient record database, the Patient Detail Report will have to be broken out in the following age ranges: 0-5 years of age; 6-10 years of age; 11-20 years of age; and 21 years or older. If additional assistance is needed to accomplish this task, please contact the WyIR Help Desk at (800) 599-9754.

Please follow the guidelines listed below in the screenshots:

Patient Detail Report

Run By

☐ By Ownership

☒ By Service

First, be sure to select "By Service" to capture all that have been seen at your IRMS.

Limit Report By

☒ Vaccination Date Range From: 01/01/1907 To: 12/31/2007

☐ Birth Date Range From: To:

☒ IRMS ALBANY CO PHN, LARAMIE - 1001 (17)

☐ Facility --select--

☐ Facility Group --select--

☒ Do Not Limit

☐ WyVIP Pin --select--

☐ State --select--

☐ County/Parish --select--

☐ Zip Code

☐ Primary Care Physician Select from the list below: --select--

☐ Program --select--

☐ Health Plan --select--

☐ Race --select-- White

☐ WyVIP Eligibility --select--

☒ Inactive Status Active patients only

☐ Vaccine Active patients only

☐ Lot Number Active and inactive patients

☐ District/Region

☐ School

☒ Do Not Limit

☐ Only Show

Patient Info

☐ High Risk --select--

Category

☒ Sort By ☒ Last Name ☐ Vaccination Date

Age Group

☐ Include 0-18 Years of Age

☐ Include 19+ Years of Age

Click to select

Thirdly, you will need to determine what type of patients you want to include in the report. For this report you will also want to include both Active and Inactive Patients in order to have a complete report.

Back Reset **Create Report**

When you have selected the search criteria, click on the **[Create Report]** button in the lower right hand corner of the screen.

Note: Although it may be tempting in order to speed up the process, you can not have two different reports open at the same time. Please be patient and run only one report at a time.

After clicking the **[Create Report]** button, a screen similar to the following will appear.

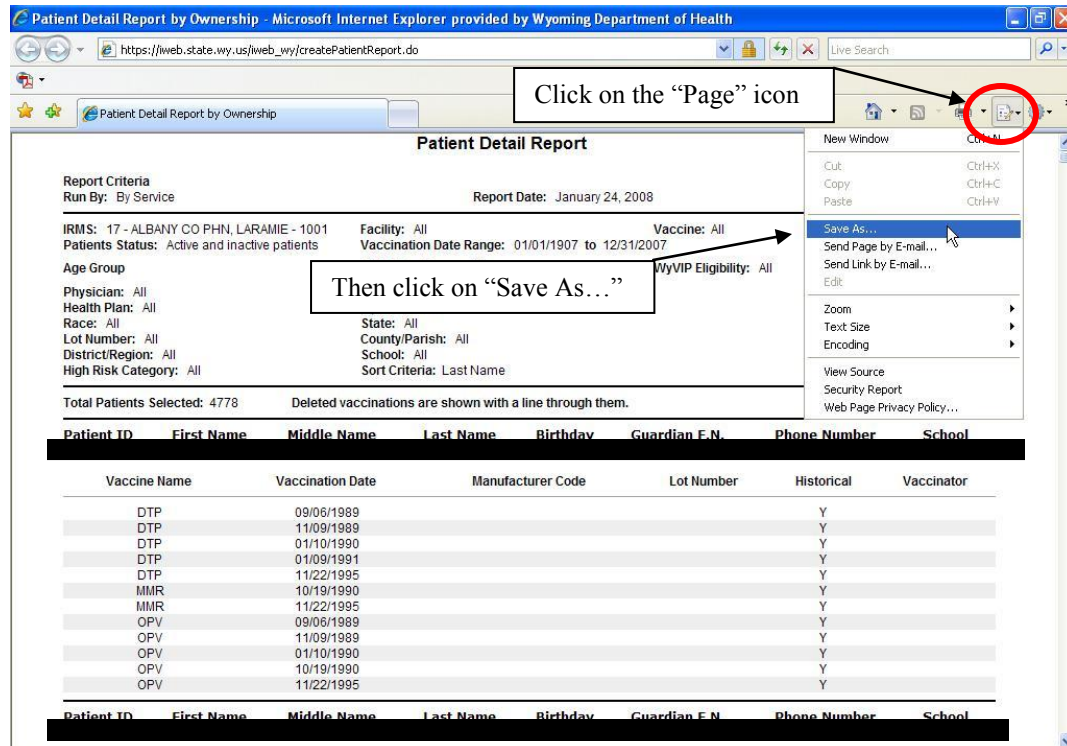
Patient Detail Report							
Report Criteria Run By: By Service				Report Date: January 24, 2008			
IRMS: 17 - ALBANY CO PHN, LARAMIE - 1001				Vaccine: All			
Patients Status: Active and inactive patients				Vaccination Date Range: 01/01/1907 to 12/31/2007			
Age Group				Birth Date Range: All			
Physician: All				WyVIP Eligibility: All			
Health Plan: All				WyVIP Pin: 1001			
Race: All							
Lot Number: All							
District/Region: All							
High Risk Category: All							
Program: All							
Zip Code: All							
State: All							
County/Parish: All							
School: All							
Sort Criteria: Last Name							
Total Patients Selected: 4778				Deleted vaccinations are shown with a line through them.			
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	School
Vaccine Name	Vaccination Date	Manufacturer Code		Lot Number	Historical	Vaccinator	
DTP	09/06/1989				Y		
DTP	11/09/1989				Y		
DTP	01/10/1990				Y		
DTP	01/09/1991				Y		
DTP	11/22/1995				Y		
MMR	10/19/1990				Y		
MMR	11/22/1995				Y		
OPV	09/06/1989				Y		
OPV	11/09/1989				Y		
OPV	01/10/1990				Y		
OPV	10/19/1990				Y		
OPV	11/22/1995				Y		
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	School

Note: Since the report is run off of a live database, some of the patient information is obscured (e.g., first and last name, phone number) in order to protect patient confidentiality.

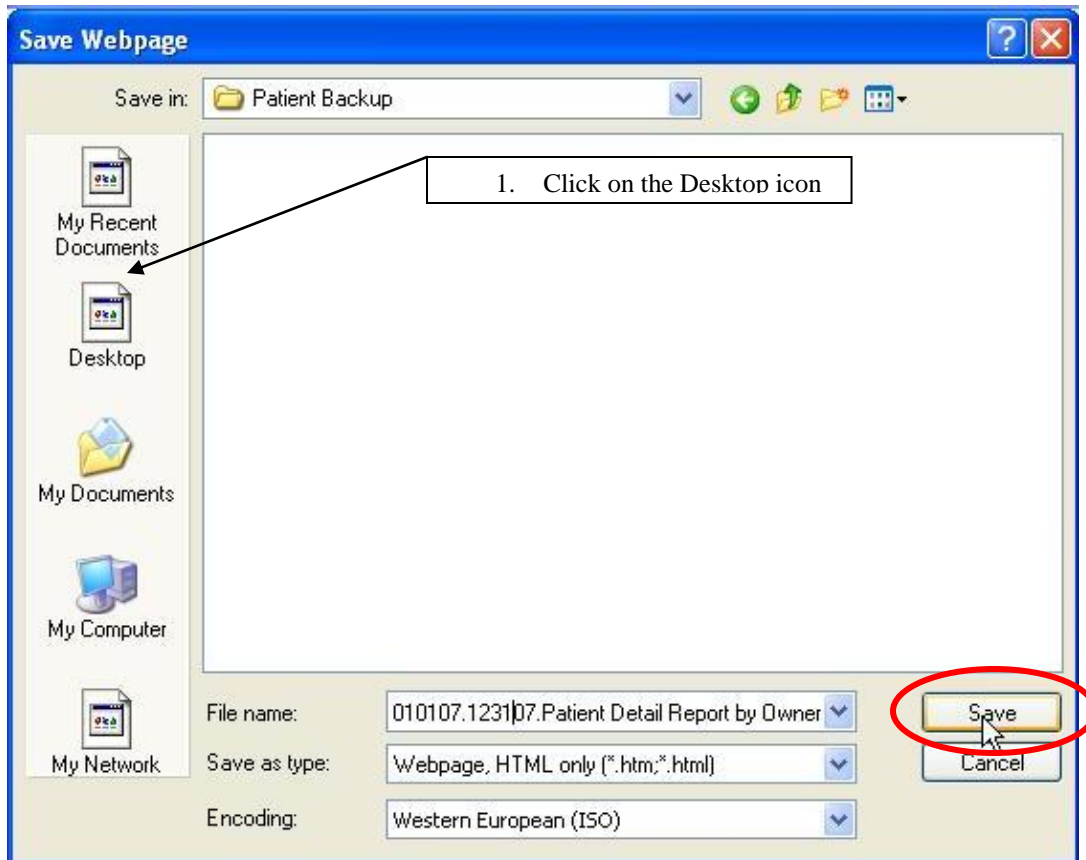
Now that we have the Report outlining the basic patient demographic information, we now want to be able to save it in a searchable format. Continue to the next section to learn how.

Saving in a Searchable Format

To save the report as a searchable document, follow the steps detailed below.



1. Go to the “Page” icon in the upper right hand corner of the web browser.
2. Click **[Save As...]**. A dialogue box similar to the following will appear:



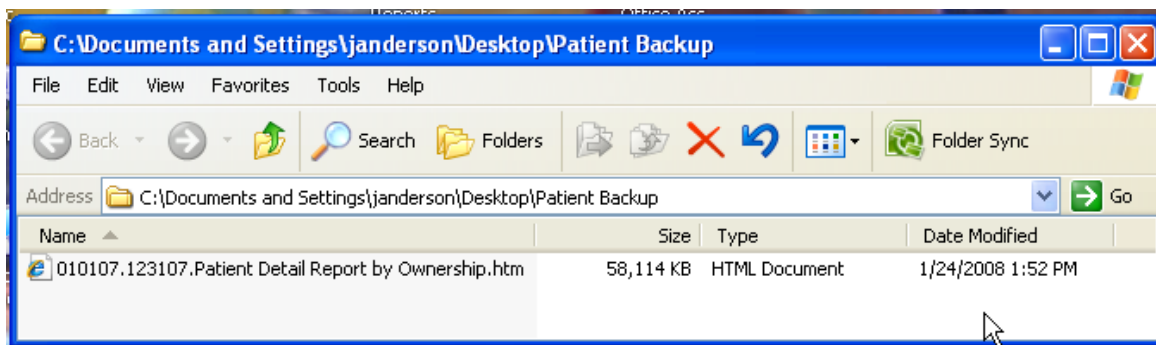
It is recommended that you save the backup to an easily accessible place, such as your desktop, so that you will be able to find it quickly if ever necessary. This example will detail how to do such, as demonstrated above:

1. Click on the **[Desktop]** icon.
2. Right click in the open area, and Select **[Create New Folder]**.
3. Name the folder "Patient Backup."
4. Once defined, create a file name specific to the backup immunization date range.
5. Click **[Save]**.

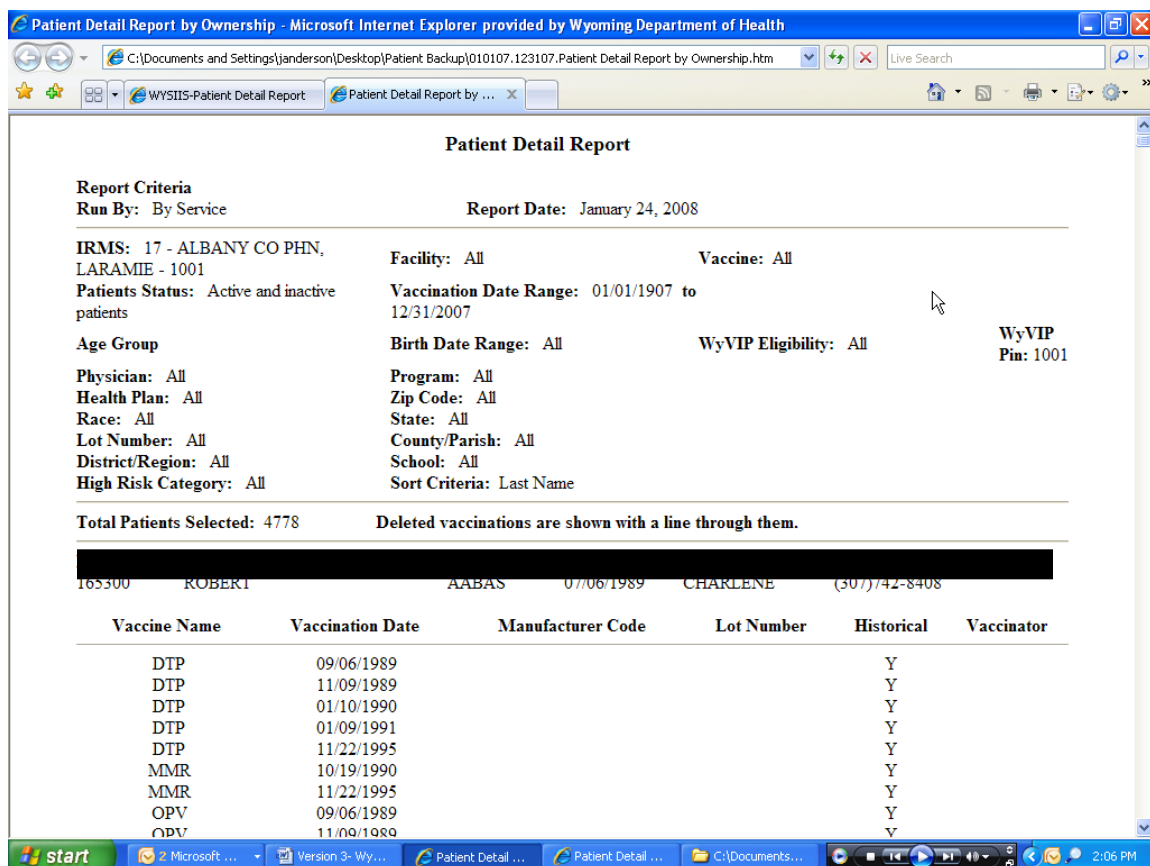
An icon similar to the following will appear on your desktop:



Double-click on the icon to view the contents contained therein. For this example, the following information is displayed:



Double click the document contained therein, and a web page similar to the following will be displayed:

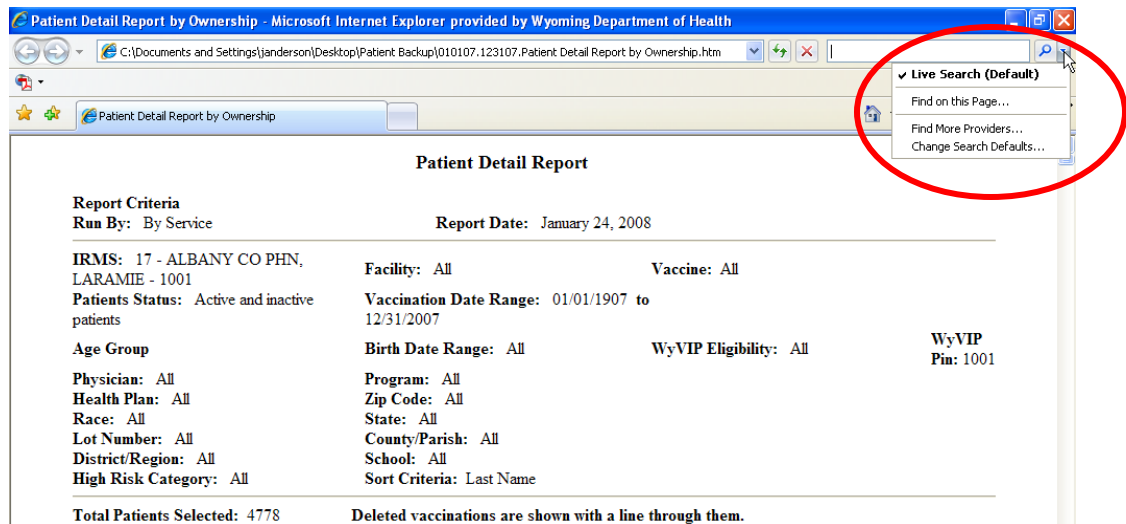


Congratulations – you have successfully completed the data backup procedure. In order to search the document for a patient, please continue to the next section.

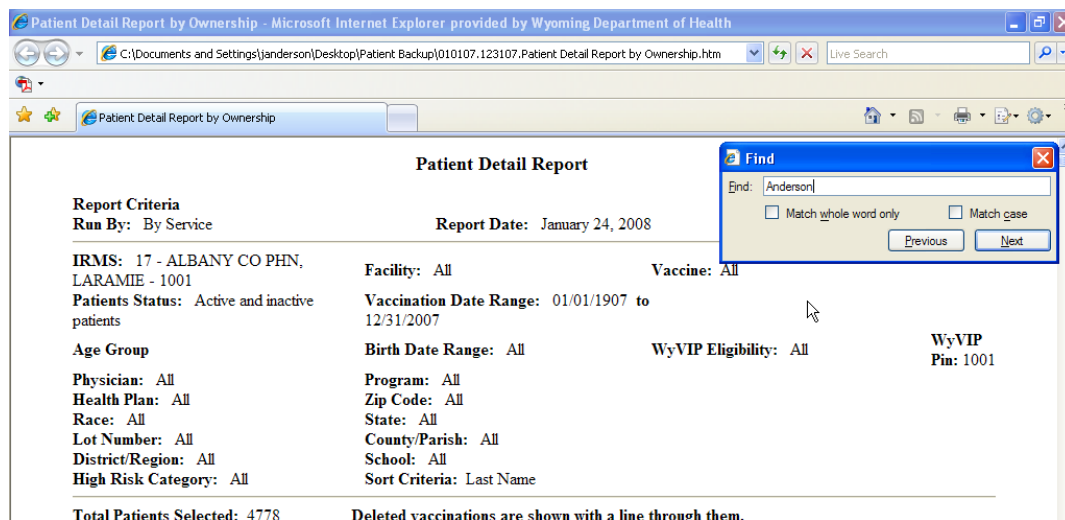
Search Registry Backup File

If you followed the instructions in section 6.11, your Registry Back-Up file should be open and ready to search. To do so,

1. Click on the drop-down arrow next to the Magnifying Glass icon in the upper-right hand portion of the screen. After clicking on the icon, a drop-down menu like the following should appear in the upper right hand corner of the screen as well:



2. Left click on **[Find on This Page]**, and a screen similar to the following will appear:



In this example, we will search for patient “Anderson.” After clicking on the Next button, the search reveals the following info:

The screenshot shows a web application titled "Patient Detail Report by Ownership" provided by the Wyoming Department of Health. The browser address bar shows the file path: C:\Documents and Settings\janderson\Desktop\Patient Backup\010107.123107.Patient Detail Report by Ownership.htm. A "Find" dialog box is open, showing the search term "Anderson". The main table displays vaccination data for a patient named Anderson, including vaccine names, dates, and lot numbers.

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	School
			Anderson	01/26/1999			
Vaccine Name	Vaccination Date	Manufacturer Code	Lot Number	Historical	Vaccinator		
DTP	11/01/1983			Y			
DTP	02/13/1985			Y			
DTP	04/10/1985			Y			
DTP	08/13/1986			Y			
MMR	04/10/1985			Y			
OPV	11/01/1983			Y			
OPV	02/13/1985			Y			
OPV	08/13/1986			Y			

Once again, information has been obscured in order to protect confidentiality.

- If this is not the “Anderson” that you were searching for, please click upon the “Next” button to continue your search. If you do so, a screen similar to the following will be displayed.

Patient Detail Report by Ownership - Microsoft Internet Explorer provided by Wyoming Department of Health

C:\Documents and Settings\janderson\Desktop\Patient Backup\010107.123107.Patient Detail Report by Ownership.htm

Patient Detail Report by Ownership

OPV 08/13/1986

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.

Vaccine Name	Vaccination Date	Manufacturer Code	Lot Number
DTP	10/10/1990		Y
DTP	03/26/1991		Y
DTP	05/28/1991		Y
Hib--unspecified	03/26/1991		Y
Hib--unspecified	05/28/1991		Y
Hib--unspecified	11/12/1991		Y
MMR	11/12/1991		Y
OPV	10/10/1990		Y
OPV	03/26/1991		Y

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	School
			ANDERSON				

Vaccine Name	Vaccination Date	Manufacturer Code	Lot Number	Historical	Vaccinator
DTP	01/10/1984			Y	
DTP	05/23/1984			Y	
DTP	06/14/1984			Y	
DTP	08/09/1985			Y	
MMR	02/13/1985			Y	
OPV	01/10/1984			Y	
OPV	03/14/1984			Y	
OPV	08/09/1985			Y	

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	School
			ANDERSON				

Find: Anderson

Match whole word only Match case

Previous Next

There are many ways to search for a patient: Last Name, Birthday, or Phone Number, for example. This searchable backup format is really preferable to having to potentially turn patients away if the WyIR is down – you can now search your patient’s records no matter what the situation may be. Happy Searching!

CHAPTER 7 ADDITIONAL INFORMATION

Advanced Features

Thank you for taking the time to review the WyIR Application User Guide. In addition to the basic features contained in this manual, the WyIR Application offers additional tools to assist you. These tools include:

- ✓ Forecast Settings
- ✓ Management of your Vaccine Inventory
- ✓ Adding/Updating Physicians and Vaccinators
- ✓ Adding/Updating Facilities
- ✓ Personal Settings
- ✓ Tracking High-Risk Patients
- ✓ Tracking Vaccination Deferrals in the event of Vaccine Rationing
- ✓ Exporting data to the Comprehensive Clinic Assessment Software program (CoCASA)
- ✓ Tracking Pandemic Flu Priority Groups
- ✓ Entering Birth Order for twins

Contact the **WyIR Technical Support hotline at 1-800-599-9754** for assistance with these helpful features or for any other needs that you may have.

WyIR Program Contact Information

John Anderson, MA
WyIR Program Manager
(800) 599-9754
(307) 777-5773
(307) 777-3615 (fax)
john.anderson@health.wyo.gov

Contact for the following:

WyIR General Questions
WyIR Program comments/issues
WyIR Staff comments/issues
WyIR Technical Questions
WyIR Training Questions

Lisa Wordeman, BS
WyIR Trainer
(800) 599-9754
(307) 777-2413
(307) 777-3615 (fax)
lisa.wordeman@health.wyo.gov

Contact for the following:

WyIR Technical Questions
WyIR Training Questions

Vaccine Cheat Sheet

Notes